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## HAZARDOUS MATERIALS BUSINESS PLAN Full Version

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<b>F 1, 2 &amp; 3</b>	Complete and return to the Hazardous Materials Division (HMD). Keep copy onsite for review.
<b>O 4 &amp; 5</b>	Complete and keep onsite if only if you are a LQG.
<b>R 6, 7, 8</b>	Complete and keep onsite only if you are an LQG.
<b>M 9</b>	Complete and submit to HMD in the event of a Reportable Release. Keep copy onsite.
<b>S 10</b>	Complete and submit with revisions to the inventory, site map, or emergency contacts. Keep copy onsite.

*"Environmental and public health through leadership, partnership and science"*



# **HAZARDOUS MATERIALS BUSINESS PLAN**

## **OVERVIEW**

### **CHAPTER 6.95-HEALTH AND SAFETY CODE, DIVISION 20, (AB 2185 & AB 2189)**

Hazardous Materials Business Plans contain basic information on the location, type, quantity, and health risks of hazardous materials stored, used, or disposed of in the state. Chapter 6.95 of the Health and Safety Code establishes minimum statewide standards for Hazardous Materials Business Plans (HMBPs).

The Hazardous Materials Division (HMD) of the Department of Environmental Health (DEH) is the local Certified Unified Program Agency (CUPA) responsible for implementing and enforcing the California state hazardous materials laws and regulations. For more information about the Unified Program and CUPAs, please refer to [www.calepa.ca.gov/CUPA/](http://www.calepa.ca.gov/CUPA/).

The HMD periodically conducts inspections to:

- Ensure compliance with existing laws and regulations concerning HMBP requirements.
- Identify existing safety hazards that could cause or contribute to an accidental spill or release.
- Suggest preventive measures designed to minimize the risk of a spill or release of hazardous materials.

When completely implemented, HMBPs will meet EPCRA Tier II Reporting requirements. The Emergency Planning and Community Right to Know Act known as EPCRA was enacted by Congress to help local communities protect public health, safety, and the environment from chemical hazards. See [http://www.access.gpo.gov/uscode/title42/chapter116\\_.html](http://www.access.gpo.gov/uscode/title42/chapter116_.html). Read Subchapter III, Section 11023.

Each business shall prepare a HMBP if that business uses, handles, or stores a hazardous material (including hazardous waste) or an extremely hazardous material in discloseable quantities greater than or equal to the following:

- 500 pounds of a solid substance
- 55 gallons of a liquid
- 200 cubic feet of compressed gas
- A hazardous compressed gas in any amount (highly toxic with a Threshold Limit Value of 10 parts per million or less)
- Extremely hazardous substances in threshold planning quantities

After the initial submission, the business must review and recertify the Hazardous Materials Business Plan every year by submitting a completed Certification Statement (HM-953), available at HMD's web site [www.sdcountry.ca.gov/deh/hmd/](http://www.sdcountry.ca.gov/deh/hmd/). Only revisions to the inventory, site map, or emergency contacts need to be submitted with the annual Certification Statement. A current copy of the Business Plan must be maintained at the site where the hazardous materials are stored. If any section of the Plan is found to be deficient, it must be amended and submitted to HMD within 30 days. The Plan must also be amended and submitted to the HMD within 30 days for any of the following:

- A 100% or greater increase in quantity of a hazardous material provided in the inventory.
- Any handling of a discloseable quantity of a previously undisclosed hazardous material.
- Deleting a previously disclosed hazardous material.
- Any change in the storage, location or use of hazardous materials, which could affect an emergency response.
- Any change in business name, ownership or address.

### **Overview (continued)**

The Hazardous Materials Business Plan includes three sections:

- I. Inventory and Site Map
- II. Emergency Response Plan and Owner/Operator Identification
- III. Employee training

The Plan will also serve to better prepare emergency response personnel for handling emergencies which could occur at your facility. The attached format contains the necessary information for the creation of a useful Plan for your facility. When completed, your Plan will become a valuable tool, aiding you and your employees to manage emergencies at your facility.

The pages you will need to complete and submit to this office are included as Section V. Instructions for completing the forms in Section V are detailed in Section I (Inventory), Section II (Emergency Response Plan), and Section III (Employee Training). If you need additional space you may include properly labeled attachments as necessary.

Keep a copy of the Plan for your records. Submit the originals, as applicable, (Section V), to the County of San Diego Department of Environmental Health, Hazardous Materials Division, P. O. Box 129261, San Diego, CA 92112-9261. For additional information or forms, contact your Area Specialist, visit HMD's Web site at <http://www.sdcountry.ca.gov/deh/hmd/>, or call the Hazardous Materials Duty Desk at 619-338-2231.

#### EMERGENCY CONTINGENCY PLANS

If you generate hazardous wastes in any quantity in the State of California, you are required to prepare an emergency contingency plan. The complexity of the contingency plan will depend on the type and extent of the operations at your particular business site. The forms in this packet meet the requirements of an emergency contingency plan.

#### CALIFORNIA ACCIDENTAL RELEASE PREVENTION PROGRAM (CalARP)

On January 31, 1994 the U.S. EPA promulgated a final rule under provisions of the Clean Air Act (CAA) Amendments section 112(r) for the prevention of accidental releases of hazardous substances (i.e., regulated substances). The rule establishes a list of chemicals and threshold quantities that identify facilities subject to subsequent accidental prevention regulations. In October 1996 California passed Senate Bill 1889 (now known as Health & Safety Code, Sections 25531-25534.3). This bill merged in law the federal and state programs for the prevention of accidental releases of regulated toxic and flammable substances.

The incorporation of the federal and state requirements has been designated as the California Accidental Release Prevention Program (CalARP). An owner or operator of a stationary source (non-transportation) with more than a threshold quantity of a regulated substance in a process is required to prepare a risk management program and submit a risk management plan. Regulated substances are toxic chemicals (i.e., chlorine gas and ammonia) and flammable chemicals (i.e., methane and propane) found listed on tables in the regulations at [http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/CalARPregs/\\$file/CalARPregs.pdf](http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/CalARPregs/$file/CalARPregs.pdf). If you are subject to CalARP or need additional information please contact the CalARP Specialist at (619) 338-2453.

#### SPILL REPORTING - REPORTING A RELEASE

Release reporting is required by several state and federal laws. If there is a release at your facility, you are responsible for making an accurate report in a timely manner. For more information on what is a reportable release and how to make an accurate report, see Form HM-951 on Section V of this packet.

# BUSINESSES SUBJECT TO HAZARDOUS MATERIALS BUSINESS PLAN REQUIREMENTS

## FORMS TO BE COMPLETED, RETAINED ON SITE AND/OR MAILED TO DEH-HMD

This table only lists forms that are required to meet Hazardous Materials Business Plan (HMBP) requirements. Additional forms may be required for your business to be in compliance with other Unified Program regulatory requirements. You can find all Unified Program forms on HMD's web site at: <http://www.sdcdeh.org/hmd>. Click on the **Forms Tab** on the right side of the page. NOTE: A Unified Program Facility Permit (formerly Health Permit) Application, **HM-906**, is required from all businesses that are subject to HMBP requirements.

**HM:** Hazardous Materials **HW:** Hazardous Waste

**MW:** Medical Waste

**Discloseable Quantity:** HM or HW in quantities equal or greater than 55 gallons of a liquid, 500 pounds of solid or 200 cubic feet of compressed gases.

**SQG:** Small Quantity Generator: Greater than or equal to (>) 220 Lbs (100 Kg) but less than (<) 2200 lbs(1000 Kg)/month

**LQG:** Large Quantity Generator: Greater than or equal to (>=) 2200 Lbs (1000 Kg)/month

FORMS TO BE COMPLETED	HAZARDOUS MATERIALS BUSINESS PLAN CATEGORIES				
	(1) Discloseable Quantities of HM Only	(2) Discloseable Quantities of HW Only	(3) Discloseable Quantities of MW Only	(4) HW Generators with HM in Discloseable Quantities	
				SQG	LQG
Site Map Page	M, R	M, R	M, R	M, R	M, R
Employee Training Description Page (or equivalent written information)	R	R	R	R	R
Emergency Response Plan Page (or equivalent written information)	R	R	R	R	R
SQG Plan Form (or equivalent written information)	NA	SQG Only	NA	R	NA
Full HW Contingency Plan	NA	LQG Only	NA	NA	R
HM/HW Training	<div> <div>←</div> <div>R E Q U I R E D →</div> </div>				
Training Documentation	Suggested	<div> <div>SQG Suggested</div> <div>LQG Required</div> </div>	Suggested	Suggested	REQ

**REQ:** Form is required

**M:** Mail a copy to HMD

**R:** Retain copy on site for inspection

**NA:** Not Applicable

**Suggested:** Not required but highly recommended for documentation

**NOTES: 1-Photo-Waste Only Generators:** If you generate only silver waste from photo processing and the silver is reclaimed, then you only need to complete the Photo Processing Disclosure Form (HM-9281), available at HMD's website. If you generate 100 kg (220 lbs) or more of reclaimed silver waste in any month, you must complete SQG Plan requirements.

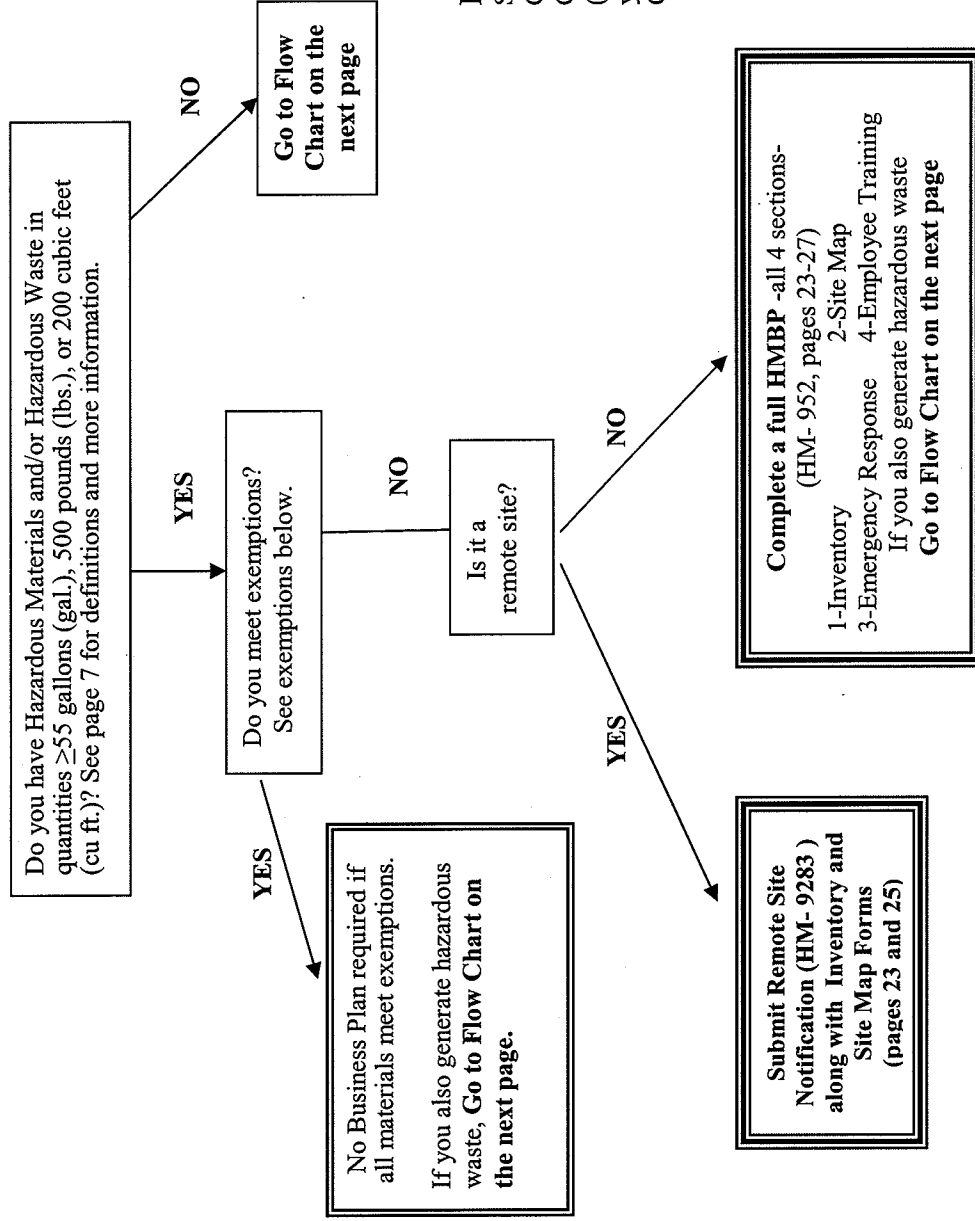
**2-SQGs with Non-Discloseable HMs:** Complete SQG Plan requirements only.

# HAZARDOUS MATERIALS BUSINESS PLAN FLOW CHART

## Hazardous Materials

This diagram will assist you in determining if you are required to submit a Hazardous Materials Business Plan (HMBP). To determine Contingency plan requirements for hazardous waste, see Hazardous Waste flow chart.

- If you store only Hazardous Materials in disclosable quantities, follow this flow chart.
- If you store Hazardous Materials and generate Hazardous Waste, follow this flow chart first, then go to the Hazardous Waste flow chart on the next page.
- If you generate and store only hazardous waste, skip this diagram and go to Hazardous Waste flow chart on the next page.



**Important Note:** Additional Regulated Substances listed in Table 3 of Title 19, California Code of Regulations, are subject to the California Accidental Release Prevention (Cal/ARP) Program. For a copy of this list or if you have questions, please contact the Cal/ARP Coordinator at (619) 338-2453.

### EXEMPTIONS: For additional details on exemptions see page 7.

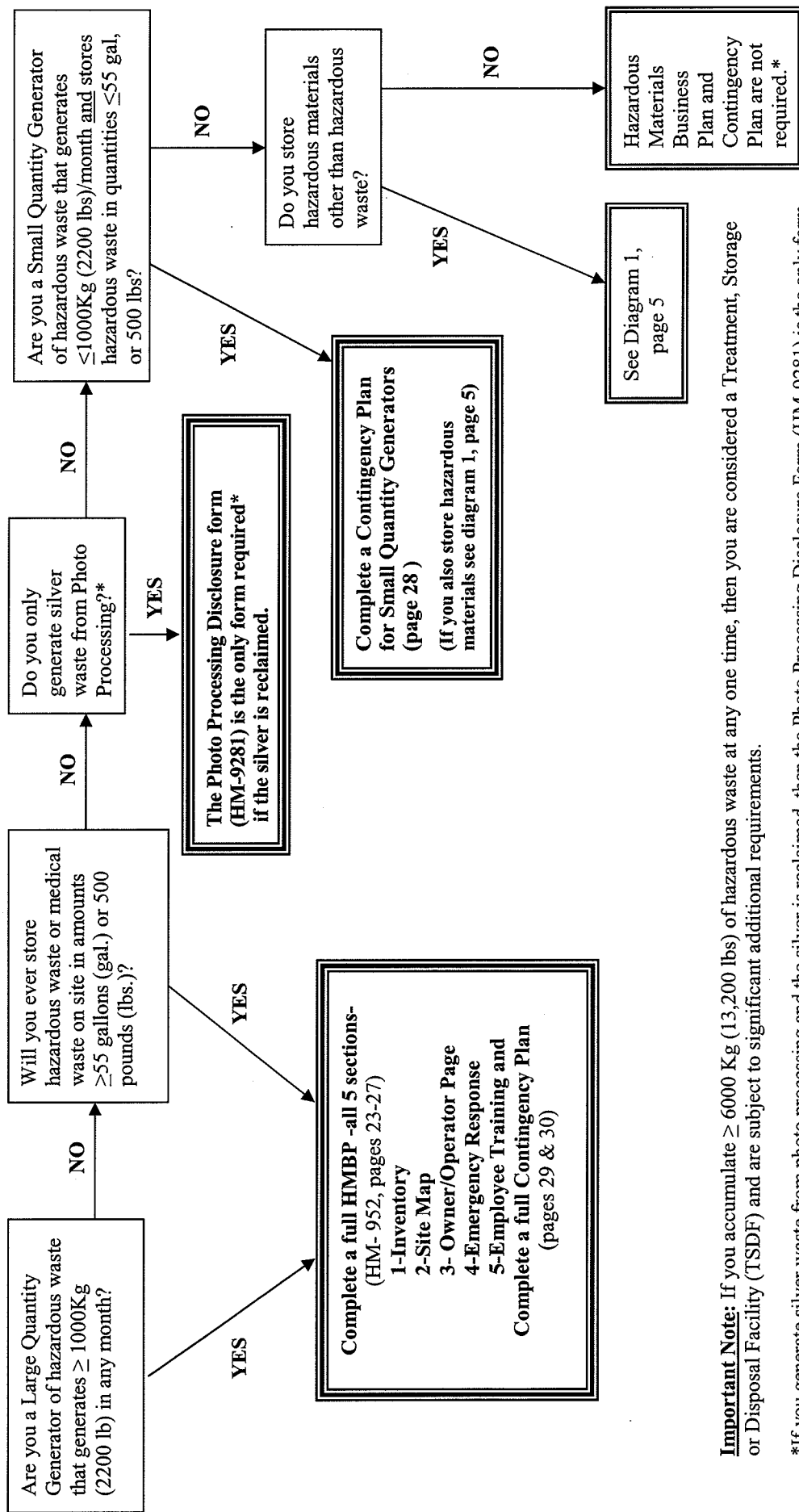
- Propane for heating, cooking, or cooling in quantities less than 1000 gal.
- Carbon Dioxide for beverages-Cryogenic <3500 cuft. Non-cryogenic <6000 cuft
- Breathing Air for Emergency Response
- Compressed Gases used in Closed Fire Suppression Systems
- New Lubricating Oil: Not to exceed 275 gallons total volume and not more than 55 gallons of any grade of oil
- Helium for balloons<1000 cuft.
- Medical Gases: <1000 cuft- limited to oxygen, nitrogen and nitrous oxide in a medical office or clinic
- Compressed Gases used in Closed Refrigeration Systems

# HAZARDOUS MATERIALS BUSINESS PLAN/CONTINGENCY PLAN FLOW CHART

## Hazardous Waste

This diagram will assist you in determining if you are required to complete a Hazardous Materials Business Plan (HMBP) and a Contingency Plan if you generate and store hazardous waste.

### Start Here



**Important Note:** If you accumulate  $\geq 6000\text{ Kg}$  (13,200 lbs) of hazardous waste at any one time, then you are considered a Treatment, Storage or Disposal Facility (TSDF) and are subject to significant additional requirements.

\*If you generate silver waste from photo processing and the silver is reclaimed, then the Photo Processing Disclosure Form (HM-9281) is the only form to be submitted. If the silver waste is disposed or not reclaimed, then full hazardous waste requirements must be met. If you generate 100 kg (220 lbs) or more of reclaimed silver waste in any month, you must complete a Contingency Plan for Small Quantity Generators (page 28).





## **HAZARDOUS MATERIALS BUSINESS PLAN**

### **I. INVENTORY**

**DEFINITION:** A hazardous material is any material that, because of its quantity, concentration, physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the work place or the environment.

The following hazardous materials and extremely hazardous substances must be listed on the Inventory form:

#### **1. Hazardous Substances or Compounds:**

Includes hazardous substances or compounds which are at your establishment at any time in the following quantities:

- a. 55 gallons of a liquid
- b. 500 pounds of a solid substance
- c. 200 cubic feet of a compressed gas

Hazardous substances include hazardous materials and hazardous waste, including hazardous substances in underground storage tanks. Hazardous substances include all chemicals or products for which a manufacturer or producer is required by law to prepare a **Material Safety Data Sheet (MSDS)**. A MSDS is a document containing the following information: Chemical Composition, Fire and Explosive, Health Hazard, Reactive, Emergency Procedures, Special Protection and Precautions. A Material Safety Data Sheet can be obtained from a supplier for each particular substance. A hazardous substance also includes materials requiring placard warnings during transportation. Additionally, a hazardous substance includes radioactive materials as referenced in the California Health and Safety Code, Division 20, Chapter 6.95.

#### **2. Extremely Hazardous Substances**

List extremely hazardous substances in quantities equal to or greater than the Threshold Planning Quantities, as established in the Federal Register, on April 22, 1987 and as amended on February 25, 1988.

**A list of Extremely Hazardous Materials is available upon request from this office or on the EPA website at <http://www.epa.gov/swercepp/ehs/ehsalph.html>.**

#### **3. Highly Toxic Compressed Gases (Gases with a Threshold Limit Value of 10 ppm or less).**

List in any quantity all gases with Threshold Limit Values-Time Weighted Averages (TLV-TWA) or Threshold Limit Value-Short Term Exposure Limit (TLV-STEL) of 10 parts per million (ppm) or less. Review the Material Safety Data Sheet or contact the distributor of the gases to verify these values. For a list of toxic gases visit HMD's web site and see HM-9243 (Disclosure of Hazardous Materials Information Bulletin) or contact the Hazardous Materials Duty Desk at 619-338-2231.

#### **Do not include the following in your inventory:**

Hazardous Materials contained solely in consumer products for direct distribution and use by the general public. These materials are packaged and available to the public in a typical retail outlet (e.g., supermarket, nursery or hardware store).

## **HAZARDOUS MATERIALS BUSINESS PLAN**

### **I. INVENTORY (continued)**

#### **Tier II Reporting (EPCRA)**

The Emergency Planning Community Right to Know Act (EPCRA) requires industry to disclose chemical storage and use including chemical releases. Local government must develop emergency response plans incorporating information provided by industry. For more information about EPCRA see <http://www.access.gpo.gov/uscode/title42/chapter116.html> (subchapter III, Section 11023).

EPCRA has two requirements which affect businesses:

- I. Businesses must notify releases of chemicals into the environment; the notification for certain chemicals is then published in the Toxic Release Inventory, and
- II. Businesses must notify state and local agencies of the quantities and type of toxic chemicals stored.

Businesses that do not comply with EPCRA may be subject to civil penalties and be required to cover costs of litigation and/or environmental remediation actions. EPCRA has four provisions important to businesses:

#### **1. Hazardous Chemical Storage Reporting Requirements (EPCRA):**

EPCRA facilities must annually submit emergency contacts and hazardous chemical inventory. This information includes the following:

1. Hazardous chemicals at or above 10,000 pounds,
2. Extremely hazardous substances above 500 pounds or above a defined Threshold Planning Quantity (TPQ) (whichever is less),
3. Chemicals at or above TPQs handled during the last calendar year.

#### **2. Emergency Planning (EPCRA):**

The emergency planning section of the law is designed to help communities prepare and respond to emergencies involving hazardous substances. Every community in the United States must be part of a comprehensive plan. Plans are based on information provided in reports from EPCRA facilities. In San Diego County, the Hazardous Incident Response Team (HIRT) is an integral part of emergency planning. The team consists of members from the County of San Diego, Department of Environmental Health and City of San Diego, Fire and Rescue Department. The information provided by businesses allows HIRT to respond efficiently to chemical emergencies and protect human health and the environment.

#### **3. Emergency Release Notification (EPCRA):**

Facilities must immediately notify the Local Emergency Planning Committee (LEPC) and the State Emergency Response Commission (SERC) if there is a release into the environment of a hazardous substance that is equal to or exceeds the minimum reportable quantity set in the regulations. This requirement covers the 356 extremely hazardous substances. It also covers the more than 700 hazardous substances subject to the emergency notification requirements under CERCLA Section 103(a) (40 CFR 302.4). Some chemicals are common to both lists. Initial notification can be made by telephone, radio, or in person. Emergency notification requirements involving transportation incidents can be met by dialing 911, or in the absence of a 911 emergency number, by calling the operator. In California, any release or threatened release requires reporting. For more information on spill reporting visit the California Office of Emergency Services (OES) Web Site at <http://www.oes.ca.gov> and see section II of this package.

## **HAZARDOUS MATERIALS BUSINESS PLAN**

### **I. INVENTORY (continued)**

#### **4. Toxic Release Inventory Reporting (EPCRA):**

Toxic Release Inventory Report must be submitted to the Federal Environmental Protection Agency by July 1 each year. This requirement applies to facilities that manufacture, process, or otherwise use a listed toxic chemical above the TPQ, and have 10 or more employees. More information on EPCRA can be found at: <http://yosemite.epa.gov/oswer/CeppoWeb.nsf/content/index.html>

#### **How to comply with EPCRA Tier II and Hazardous Materials Business Plan reporting:**

The California Health and Safety Code, in order to avoid multiple reports to the SERC, LEPC, Fire Departments and the Administering Agency, requires businesses to provide to the Administering Agency an inventory of their chemicals as part of the Hazardous Materials Business Plan (HMBP). The Administering Agency in San Diego County is the Hazardous Materials Division (HMD) of the Department of Environmental Health. The business must provide inventory information if it uses, handles or stores hazardous materials or wastes in quantities equal to or greater than:

- 55 gallons of a liquid
- 500 pounds of a solid substance
- 200 cubic feet of a compressed gas
- A toxic compressed gas in any amount if the Threshold Limit Value is less than 10 parts per million
- Extremely hazardous substances in quantities equal to or greater than the Threshold Planning Quantities

The Health and Safety Code (HSC) also requires that businesses report inventory to the Administering agency on the Unified Program Consolidated forms or equivalent forms from the local Administering Agency. The Business Owner/Operator Identification page (OES 2730) corresponds to local form HM-9702 and the Hazardous Materials Inventory/Chemical description page (OES 2731) corresponds to local form HM-9703. Forms must be completed and submitted initially with a complete inventory. Both forms must be submitted with updates within 30 days of changes. Updates are required for:

- Increasing the quantity of a previously disclosed material by one hundred percent or more
- Handling of any previously undisclosed hazardous material subject to the inventory requirements
- Deleting a previously disclosed material.

The business must annually certify to the HMD that the HMBP is current and maintained onsite. If no changes have occurred, the business must send an annual certification indicating that HMBP is current and complete. If there were changes in the HMBP, business must make the changes and submit them with a certification indicating that the HMBP has been reviewed.

Businesses complying with reporting requirements of the Health and Safety Code may be subject to Tier II reporting per Title 40 of the Code of Federal Regulations if the threshold amount of chemicals used reach EPCRA notification requirements. In the State of California, the business is in compliance with EPCRA Tier II reporting requirements if the business has a current permit from the Administering Agency, notifies the Department of changes in its inventory using the forms 2730 and 2731, and on annual basis certifies that its inventory is current. In San Diego County, the Administering Agency is the Department of Environmental Health-HMD. The local permit for hazardous materials is a Unified Program Facility permit. All Unified Program Consolidated forms can be found in HMD's web site at [www.sdcdeh.org/hmd/forms\\_hmd.html](http://www.sdcdeh.org/hmd/forms_hmd.html) and hard copies can be obtained by calling the Hazardous Materials Duty Desk at 619-338-2231.





COUNTY OF SAN DIEGO CUPA  
DEPARTMENT OF ENVIRONMENTAL HEALTH  
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1-800-253-9933

/ /  
Date Submitted

HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION

(One page per material per building or area)

<input checked="" type="checkbox"/> ADD		<input type="checkbox"/> DELETE		<input type="checkbox"/> REVISE		200		Page 1 of 1	
I. FACILITY INFORMATION									
BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As) 3									
Joe's Automotive Repair									
CHEMICAL LOCATION 201						CHEMICAL LOCATION CONFIDENTIAL 202			
SEE SITE MAP/PLAN						EPCRA <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
FACILITY ID # 3 7 0 0 0 1 2 3 4 5 6						MAP# (optional) 203		GRID# (optional) 204	
						NOT USED		NOT USED	
II. CHEMICAL INFORMATION									
CHEMICAL NAME 205						TRADE SECRET <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 206			
Ethylene Glycol						If Subject to EPCRA, refer to instructions			
COMMON NAME 207						EHS* <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 208			
Antifreeze									
CAS# 209						*If EHS is "Yes", all amounts below must be in lbs.			
107-21-1									
FIRE CODE HAZARD CLASSES (Complete if required by CUPA) 210									
NOT REQUIRED BY SAN DIEGO COUNTY									
HAZARDOUS MATERIAL TYPE (Check one item only) 211						RADIOACTIVE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 212		CURIES 213	
<input checked="" type="checkbox"/> a. PURE <input type="checkbox"/> b. MIXTURE <input type="checkbox"/> c. WASTE									
PHYSICAL STATE (Check one item only) 214						LARGEST CONTAINER 215			
<input type="checkbox"/> a. SOLID <input checked="" type="checkbox"/> b. LIQUID <input type="checkbox"/> c. GAS						55			
FED HAZARD CATEGORIES (Check all that apply) 216									
<input type="checkbox"/> a. FIRE <input type="checkbox"/> b. REACTIVE <input type="checkbox"/> c. PRESSURE RELEASE <input checked="" type="checkbox"/> d. ACUTE HEALTH <input checked="" type="checkbox"/> e. CHRONIC HEALTH									
AVERAGE DAILY AMOUNT 217		MAXIMUM DAILY AMOUNT 218		ANNUAL WASTE AMOUNT 219		STATE WASTE CODE 220			
30		55							
UNITS* (Check one item only) * If EHS, amount must be in pounds. 221						DAYS ON SITE: 222			
<input checked="" type="checkbox"/> a. GALLONS <input type="checkbox"/> b. CUBIC FEET <input type="checkbox"/> c. POUNDS <input type="checkbox"/> d. TONS						365			
STORAGE CONTAINER 223									
<input type="checkbox"/> a. ABOVE GROUND TANK <input type="checkbox"/> e. PLASTIC/NONMETALLIC DRUM <input type="checkbox"/> i. FIBER DRUM <input type="checkbox"/> m. GLASS BOTTLE <input type="checkbox"/> q. RAIL CAR									
<input type="checkbox"/> b. UNDERGROUND TANK <input type="checkbox"/> f. CAN <input type="checkbox"/> j. BAG <input type="checkbox"/> n. PLASTIC BOTTLE <input type="checkbox"/> r. OTHER									
<input type="checkbox"/> c. TANK INSIDE BUILDING <input type="checkbox"/> g. CARBOY <input type="checkbox"/> k. BOX <input type="checkbox"/> o. TOTE BIN									
<input checked="" type="checkbox"/> d. STEEL DRUM <input type="checkbox"/> h. SILO <input type="checkbox"/> l. CYLINDER <input type="checkbox"/> p. TANK WAGON									
STORAGE PRESSURE 224									
<input checked="" type="checkbox"/> a. AMBIENT <input type="checkbox"/> b. ABOVE AMBIENT <input type="checkbox"/> c. BELOW AMBIENT									
STORAGE TEMPERATURE 225									
<input checked="" type="checkbox"/> a. AMBIENT <input type="checkbox"/> b. ABOVE AMBIENT <input type="checkbox"/> c. BELOW AMBIENT <input type="checkbox"/> d. CRYOGENIC									
%WT 226		HAZARDOUS COMPONENT (For mixture or waste only) 227		EHS 228		CAS # 229			
1				<input type="checkbox"/> Yes <input type="checkbox"/> No					
2				<input type="checkbox"/> Yes <input type="checkbox"/> No					
3				<input type="checkbox"/> Yes <input type="checkbox"/> No					
4				<input type="checkbox"/> Yes <input type="checkbox"/> No					
5				<input type="checkbox"/> Yes <input type="checkbox"/> No					
ADDITIONAL LOCALLY COLLECTED INFORMATION 246									
<input type="checkbox"/> CHECK THIS BOX IF THIS HAZARDOUS MATERIAL IS A TOXIC GAS THAT HAS A THRESHOLD LIMIT VALUE (TLV) ≤ 10 ppm. THIS HAZARDOUS MATERIAL MUST BE INVENTORIED IN ANY QUANTITY.									
<input type="checkbox"/> CHECK THIS BOX IF THIS HAZARDOUS MATERIAL IS SUBJECT TO RMP REQUIREMENTS AND/OR CalARP REQUIREMENTS									

# HAZARDOUS MATERIALS BUSINESS PLAN -INVENTORY

## **Chemical Description**

You must complete a separate Hazardous Materials Inventory - Chemical Description page for each hazardous material (hazardous substances and hazardous waste) that you handle at your facility in aggregate quantities equal to or greater than 500 pounds, 55 gallons, 200 cubic feet of gas (calculated at standard temperature and pressure) or the federal threshold planning quantity for Extremely Hazardous Substances, whichever is less. Also complete a page for each radioactive material handled over quantities for which an emergency plan is required to be adopted pursuant to 10 CFR Parts 30, 40, or 70. The completed inventory should reflect all reportable quantities of hazardous materials at your facility, reported **separately** for each building or outside adjacent area, with **separate** pages for unique occurrences of physical state, storage temperature and storage pressure. (Note: the numbering of the instructions follows the data element numbers that are on the UPCF pages. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C, the Business Section of the Unified Program Data Dictionary). Please number all pages of your submittal. This helps your CUPA or AA identify whether the submittal is complete and if any pages are separated.

1. FACILITY ID NUMBER - Enter your 6 character Permit # from your Unified Program Facility Permit (UPFP). If you do not have one, leave this blank.
3. BUSINESS NAME - Enter the full legal name of the business. This is the same as the terms "Facility Name" or "DBA" - Doing Business As.
200. ADD/DELETE/ REVISE - Indicate if the material is being added to the inventory, deleted from the inventory, or if the information previously submitted is being revised. NOTE: You may choose to leave this blank if you resubmit your entire inventory.
201. CHEMICAL LOCATION - Do not complete this section. Your site map/plan identifies the location of where the hazardous material is stored.  
NOTE: This information is not subject to public disclosure pursuant to HSC 25506.
202. CHEMICAL LOCATION CONFIDENTIAL - EPCRA - All businesses which are subject to the Emergency Planning and Community Right to Know Act (EPCRA) must check "Yes" to keep chemical location information confidential. If the business does not wish to keep chemical location information confidential check "No".
203. MAP NUMBER - Do not complete this section. This number is NOT USED. Your site map/plan identifies the location of where the hazardous material is stored.
204. GRID NUMBER - Do not complete this section. Grid coordinates are NOT USED. Your site map/plan identifies the location of where the hazardous material is stored.
205. CHEMICAL NAME - Enter the proper chemical name associated with the Chemical Abstract Service (CAS) number of the hazardous material. This should be the International Union of Pure and Applied Chemistry (IUPAC) name found on the Material Safety Data Sheet (MSDS). NOTE: If the chemical is a mixture, do not complete this field; complete the "COMMON NAME" field instead. For aqueous solutions containing one hazardous component, list the component and the percentage in the "CHEMICAL NAME" and leave the "HAZARDOUS COMPONENT" Section blank.
206. TRADE SECRET - Check "Yes" if the information in this section is declared a trade secret, or "No" if it is not. State requirement: If yes, and business is not subject to EPCRA, disclosure of the designated trade secret information is bound by HSC §25511.  
Federal requirement: If yes, and business is subject to EPCRA, disclosure of the designated Trade Secret information is bound by 40 CFR and the business must submit a "Substantiation to Accompany Claims of Trade Secrecy" form (40 CFR 350.27) to USEPA.
207. COMMON NAME - Enter the common name or trade name of the hazardous material or mixture containing a hazardous material. Each hazardous component of the mixture will be listed below in the "HAZARDOUS COMPONENT" Section.
208. EHS - Check "Yes" if the hazardous material is an Extremely Hazardous Substance (EHS), as defined in 40 CFR, Part 355, Appendix A. If the material is a mixture containing an EHS, leave this section blank and complete the section on hazardous components below.
209. CAS # - Enter the Chemical Abstract Service (CAS) number for the hazardous material. For mixtures, enter the CAS number of the mixture if it has been assigned a number distinct from its components. If the mixture has no CAS number, leave this column blank and report the CAS numbers of the individual hazardous components in the appropriate section below. Use the CAS# format with hyphens and do not use leading zeros. Example: 12345-67-8.
210. FIRE CODE HAZARD CLASSES - This information is not required by San Diego County at this time.
211. HAZARDOUS MATERIAL TYPE - Check the one box that best describes the type of hazardous material: pure, mixture or waste. If waste material, check only that box. If mixture or waste, complete hazardous components section.
212. RADIOACTIVE - Check "Yes" if the hazardous material is radioactive or "No" if it is not.
213. CURIES - If the hazardous material is radioactive, use this area to report the activity in curies. You may use up to nine digits with a floating decimal point to report activity in curies.
214. PHYSICAL STATE - Check the one box that best describes the state in which the hazardous material is handled: solid, liquid or gas.
215. LARGEST CONTAINER - Enter the total capacity of the largest container in which the material is stored. Use the units reported in #221. Enter only the numeric value of the units in this box.
216. FEDERAL HAZARD CATEGORIES - Check all categories that describe the physical and health hazards associated with the hazardous material.
217. AVERAGE DAILY AMOUNT - Calculate the average daily amount of the hazardous material or mixture containing a hazardous material, in each building or adjacent/ outside area. Calculations shall be based on the previous year's inventory of material reported on this page. Total all daily amounts and divide by the number of days the chemical will be on site. If this is a material that has not previously been present at this location, the amount shall be the average daily amount you project to be on hand during the course of the year. OR: the amount can be calculated using the following examples: If you order four drums (220 gallons) of a hazardous material every month and use it within the month, your calculated average daily amount would be half the monthly order which is equal to two drums or 110 gallons. OR: If your hazardous material is stored in a process tank that is 500 gallons and the level never changes, then your average daily amount would be 500 gallons. This amount should be consistent with the units reported in box 221 and should not exceed that of maximum daily amount.
218. MAXIMUM DAILY AMOUNT - Enter the maximum amount of each hazardous material or mixture containing a hazardous material, which is handled in a building or adjacent/outside area at any one time over the course of the year. This amount must contain at a minimum last year's inventory of the material reported on this page, with the reflection of additions, deletions, or revisions projected for the current year. This amount should be consistent with the units reported in box 221.
219. ANNUAL WASTE AMOUNT - If the hazardous material being inventoried is a waste, provide an estimate of the annual amount handled.
220. STATE WASTE CODE - If the hazardous material is a waste, enter the appropriate California 3-digit hazardous waste code as listed on the back of the Uniform Hazardous Waste Manifest.
221. UNITS - Check the unit of measure that is most appropriate for the material being reported on this page: gallons, pounds, cubic feet or tons.  
NOTE: If the material is a federally defined Extremely Hazardous Substance (EHS), all amounts must be reported in pounds. If material is a mixture containing an EHS, report the units that the material is stored in (gallons, pounds, cubic feet, or tons).
222. DAYS ON SITE - List the total number of days during the year that the material is on site.
223. STORAGE CONTAINER - Check all boxes that describe the type of storage containers in which the hazardous material is stored.  
NOTE: If appropriate, you may choose more than one.
224. STORAGE PRESSURE - Check the one box that best describes the pressure at which the hazardous material is stored.
225. STORAGE TEMPERATURE - Check the one box that best describes the temperature at which the hazardous material is stored.
226. HAZARDOUS COMPONENTS 1-5 (% BY WEIGHT) - Enter the percentage weight of the hazardous component in a mixture. If a range of percentages is available, report the highest percentage in that range. (Report for components 2 through 5 in 230, 234, 238, and 242).
227. HAZARDOUS COMPONENTS 1-5 NAME - When reporting a hazardous material that is a mixture, list up to five chemical names of hazardous components in that mixture by percent weight (refer to MSDS or, in the case of trade secrets, refer to manufacturer). All hazardous components in the mixture present at greater than 1% by weight if non-carcinogenic, or 0.1% by weight if carcinogenic, should be reported. When reporting waste mixtures, mineral and chemical composition should be listed. (Report for components 2 through 5 in 231, 235, 239, and 243). For aqueous solutions containing one component, list the component and the percentage in the "CHEMICAL NAME" and leave the "HAZARDOUS COMPONENT" Section blank.
228. HAZARDOUS COMPONENTS 1-5 EHS - Check "Yes" if the component of the mixture is considered an Extremely Hazardous Substance as defined in 40 CFR, Part 355, or "No" if it is not. (Report for components 2 through 5 in 232, 236, 240, and 244.)
229. HAZARDOUS COMPONENTS 1-5 CAS - List the Chemical Abstract Service (CAS) numbers as related to the hazardous components in the mixture. (Repeat for 2-5.)
246. LOCALLY COLLECTED INFORMATION - Check these boxes if you are subject to the requirements listed.

# HAZARDOUS MATERIALS BUSINESS PLAN

## I. SITE MAP

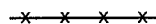
### Instructions

**SITE MAP LAYOUT** - Use 8-1/2 x 11 size **ONLY**. Use the Standardized Site Map Symbols and the Standardized Hazard Category Symbols only. Provide the following information on your site map:









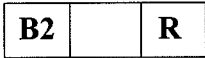
1. Use 8-1/2 x 11-size paper only. For large facilities, consider using an overall layout on one page, followed by additional 8-1/2 x 11 pages showing individual buildings. (Exceptions to paper size must be approved by the HMD) **MAPS ARE NOT REQUIRED TO BE DRAWN TO SCALE.**
2. Site Map must be in ink or capable of making legible black and white photocopies. Do not use color coded legends. Do not scale down large documents (such as blue prints) unless the final product is clearly legible.
3. At the top of the Site Map, enter the business name; business site address; zip code; Thomas Brothers map coordinates; date; and Unified Program Facility Permit (UPFP) number.
4. Use a straight-edge, ruler or template to draw the map and symbols. All information (labels, symbols, writing, printing) placed on the site map must be legible and oriented in the same direction as the header.
5. Show structures in plan view from an overhead perspective. Show only the exterior walls of the structures. Indicate all exits and entrances to the structures. (Note: Diagramming of interior walls may be necessary for complex facilities).
6. In the upper left corner, indicate the direction of North by drawing an arrow through the N.
7. For rural areas, include an inset vicinity map of the area.
8. Diagram the streets or roads that provide access to the facility. Include driveway entrances and the nearest cross street.
9. Label internal roads, parking lots, and loading docks.
10. Label adjacent property usages (e.g., school, park, industrial, residential, commercial, vacant, etc.).

**USE OF SITE MAP SYMBOLS** - Include all applicable site map symbols on site map. Refer to standardized Site Map Symbol as provided in this packet.

1. **Entrances/Exits:** Use this symbol for all exterior doors of structures, including roll-up doors.
2. **Fences:** Use this symbol for fences (e.g. chain link, wood, etc), block walls, or any other barriers that act as a fence. (Note: Include both external and internal fences)
3. **Safe Refuge Area (Evacuation Area, Staging Area):** Use this symbol to indicate the location that has been designated as the assembly area where plant or business personnel will assemble in the event of an emergency evacuation.
4. **Sewer Drain:** Use this symbol to show all sewer drains, including floor drains to sewer, sewer sumps, etc. (Note: Do not include toilets and sinks).
5. **Fire Hydrants:** Use this symbol to identify all fire hydrants in the vicinity of your facility.
6. **Storm Drain or Culvert:** Use this symbol to indicate the location of all storm drain inlets, culverts, drainage ditches, etc.
7. **F.D. Sprinkler System Connection:** Use this symbol to identify the building/structure fire department sprinkler system connections. (Note: Always located outside of a building accessible to the Fire Department. Do not include landscape sprinkler connections).
8. **F.D. Standpipe Outlet:** Use this symbol to identify the fire department standpipe fire hose connection. (Note: These connections are typically found inside buildings and in stairwells).
9. **Knox Box (F.D. Key Box):** Use this symbol to indicate the location of the Knox Box (a locked box containing keys and/or pertinent information for the Fire Department).



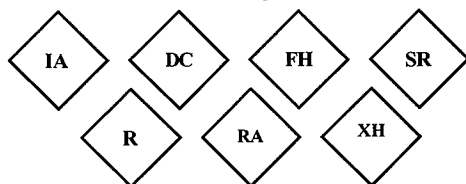
## Site Map Instructions (continued)

10. **Underground Storage Tank Capacity:** Use this symbol for underground storage tanks and include the tank capacity within the symbol with the appropriate unit of measure as recorded on the hazardous materials inventory form. 
11. **Aboveground Storage Tank and Capacity:** Use the following symbols as indicated and include the tank capacity within the symbol with the appropriate unit of measure as recorded on the hazardous materials inventory form.  
 Use this symbol for all plating and process tanks.   
 Use these symbols for all other aboveground storage tanks and choose the symbol which most appropriately represents the configuration of the aboveground storage tank. 
12. **Electric MAIN Shut Off:** Use this symbol to indicate only the electric **main** shut-off for the entire facility, structure, or building. 
13. **Gas MAIN Shut Off:** Use this symbol to indicate only the natural gas **main** shut-off for the entire facility, structure, or building. 
14. **Water MAIN Shut Off:** Use this symbol to indicate only the water **main** shut-off for the entire facility, structure, or building. 
15. **Annunciator Panel:** Use this symbol to indicate the location of the Annunciator Panel within the facility. An annunciator is equipment which indicates the zone or area of a building from which an alarm has been initiated or the location of an alarm-initiating device and the operational condition of the alarm circuits of the system. 
16. **Stairwell - Range of Floors (e.g., B thru 5):** Use this symbol to indicate stairwells in the interior of a structure or building. Indicate the floor the stairwells begin and end on. For roof access use the abbreviation R. For basement access use the abbreviation B and include the number of basement floors. 
17. **Elevator - Range of Floors (e.g., B thru R):** Use this symbol to indicate the elevators in the interior of a structure or building. Indicate the floor the elevator begins and ends on. For roof access use the abbreviation R and include the beginning floor level. For basement access use the abbreviation B and include the number of basement floors. 

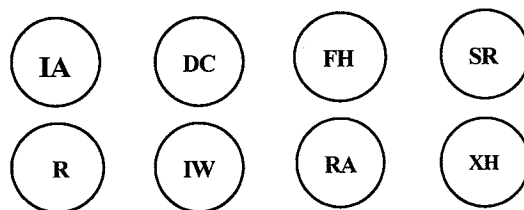
**USE OF HAZARD CATEGORY SYMBOLS** - Use these symbols to identify the location of hazardous materials stored in inventory quantities and hazardous wastes stored within your facility. (See Map Symbols Page 9).

Use your Material Safety Data Sheet or other available technical resources (i.e. 49 CFR 171.101) to determine the appropriate hazard class for each of your hazardous materials and hazardous wastes you handle on site.

Use the diamond symbol for hazardous materials



Use the circle symbol for hazardous wastes



### HINTS FOR A BETTER SITE MAP:

- When drawing streets/intersections, use rounded corners.
- When drawing buildings, use right angles.



# II. HMBP STANDARDIZED SITE MAP SYMBOLS\*

## SITE MAP SYMBOLS

ENTRANCE/EXIT      FENCE      SAFE REFUGE  
(Evacuation Area, Staging Area)



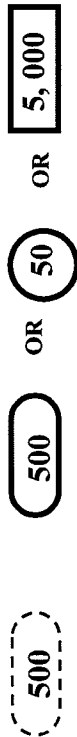
SEWER DRAIN      FIRE HYDRANT      STORM DRAIN OR CULVERT



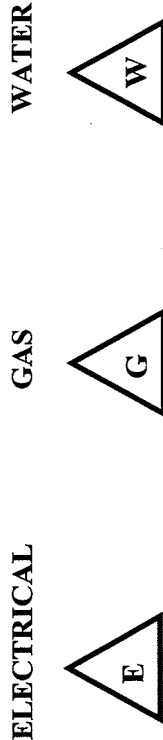
FIRE DEPT. SPRINKLER SYSTEM CONNECTION      F.D. STANDPIPE OUTLET      KNOX BOX (FIRE DEPT. KEY BOX)



STORAGE TANKS AND CAPACITY ABOVE GROUND



MAIN UTILITY SHUT OFFS



ANNUNCIATOR PANEL      STAIRWELL (i.e. 1 thru 3)      ELEVATOR Range of Floors



## HAZARDOUS MATERIALS STORAGE/USE AREA SYMBOLS

IMMEDIATE (ACUTE) HEALTH HAZARD  
An adverse effect resulting from a short-term exposure to a chemical. Includes highly toxic, toxic, irritant, sensitizers, corrosive chemicals. Examples: cyanide, hydrochloric acid, sodium hydroxide, chlorine gas.



DELAYED (CHRONIC) HEALTH

An adverse health effect resulting from long-term exposure to a substance. The effects could be a skin rash, bronchitis, cancer or any other medical condition. Examples include carcinogens such as benzene, formaldehyde, and methylene chloride.



FIRE HAZARD

Includes flammable liquids and solids, combustible liquids, pyrophorics and oxidizers. Examples include solvents like acetone and alcohol, solvent based paints, gasoline, naphtha solvent, acetylene gas cylinders, propane gas.



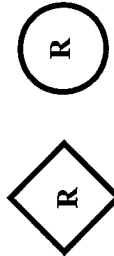
SUDDEN RELEASE OF PRESSURE

This category includes explosives, blasting agents and compressed gases. Examples: nitrogen, oxygen, acetylene, helium, carbon dioxide, etc.



REACTIVE

This category includes unstable air reactive, water reactive or shock materials. Examples: organic peroxides, fine metal dusts like magnesium, aluminum, phosphorous, cyanides, sulfides and picric acid.



MEDICAL (INFECTIOUS) WASTE

Medical (Infectious) wastes generated in medical, dental and lab settings. Typically needles and syringes in sharps containers, infectious materials in biohazard bags, clinical and microbiological lab specimens and some pharmaceutical waste.



RADIOACTIVES

Includes mixed waste and radioactive sources used in labs and industrial settings. Examples include: Scintillation materials, nuclear medicine waste and R & D materials and waste.



EXTREMELY HAZARDOUS

Includes materials listed in Appendix A of Part 355 of Subchapter J of Chapter 1 of Title 40 of the Code of Federal Regulations. Examples include: Fluorine gases, Silane, Fumigation gases.



NOTE: Only use the above listed symbols on the site map. These symbols have been standardized throughout San Diego County and are meaningful to the local Fire Departments and Public Health Officials that will be responding in the case of an emergency.

THOMAS BROS COORDINATES 1262-F4

SITE MAP (Page 1 of 1)

UPFP# 123456

BUSINESS NAME Joe's Automotive Repair

DATE 12-15-2006

OFFICE USE ONLY

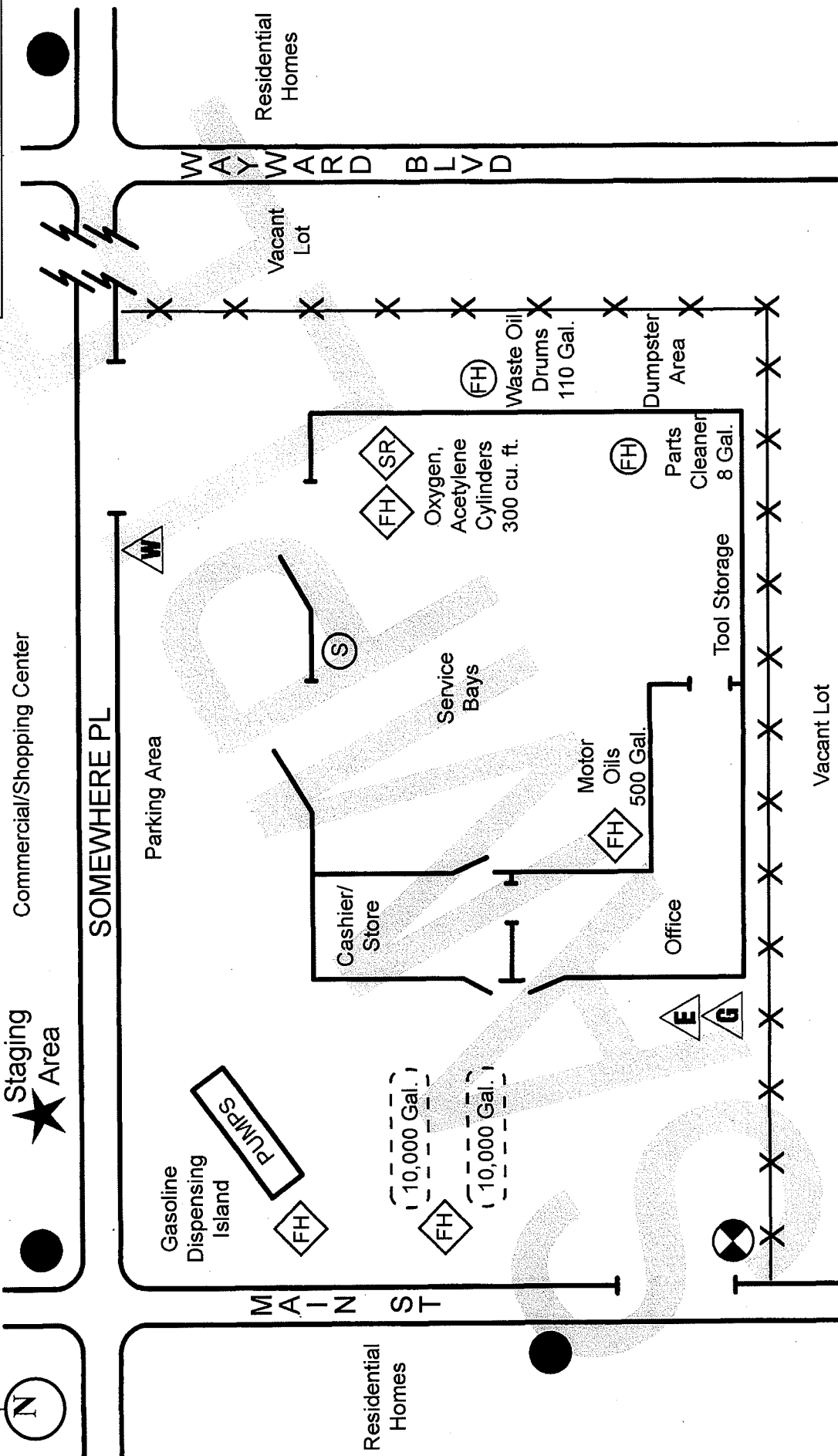
REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

BUSINESS ADDRESS 1234 Somewhere Pl., Anywhere, CA

ZIP CODE 91904

DATE: \_\_\_\_\_



NOT FOR PUBLIC DISCLOSURE

## **HAZARDOUS MATERIALS BUSINESS PLAN**

### **II. EMERGENCY RESPONSE PLAN**

#### **The Emergency Plan must include:**

1. Procedures for mitigating a hazardous materials release.
2. Procedures and equipment for minimizing the potential damage of a hazardous materials release.
3. Provisions for immediate notification of the HMD, the Office of Emergency Services (OES), and other emergency response personnel as required (e.g. local fire department or paramedics).
4. Evacuation plans and procedures for notification of personnel at the business site.

#### **Instructions for completing the Emergency Response Plan on page 26.**

(Please refer to Sample Emergency Response Plan)

At the top of the Emergency Response Plan enter the date. Spaces are provided for your Unified Program Facility Permit (UPFP) number and Standard Industrial Code (SIC). Enter these numbers if known and applicable.

1. Enter business name.
2. Enter business site address.
3. Enter business telephone, including area code. Include a 24-hour number, if applicable.
4. Enter a brief description of product manufactured and/or business operations. For example: electroplating, storage, automotive repair, hospital, medical device manufacturing, etc.
5. Outline procedures for immediate evacuation of the facility. Include the following:
  - a. Type of alarm signals (bells, horns, sirens, shouting, etc.) used to start an evacuation and indicate what alarms are used to give the all-clear signal.
  - b. If your facility is large or has several buildings, describe any different alarms used for specific parts of the facility.
  - c. Evacuation routes, emergency exits, and staging areas. Include alternate routes, exits, and staging areas. Clearly note them on your site map.
  - d. Indicate if periodic evacuation drills are practiced to help employees become better prepared for emergencies.
6. Enter the name of the person(s) responsible for completing emergency notifications.
7. Describe procedures for the mitigation of a release or threatened release to minimize any potential harm or damage to persons, property, or the environment. Include equipment and resources for use in emergency situations such as communications and containment equipment, automatic monitoring or fire control devices, onsite spill response teams or prearranged contracts with a spill response company. If procedures are different for spills/emergencies of different magnitude, outline the procedures to be followed in each situation, including the criteria for using a particular procedure. Indicate the personnel who will assist emergency response agencies onsite and any information that would assist them when they arrive.

# HAZARDOUS MATERIALS BUSINESS PLAN

## II. EMERGENCY RESPONSE PLAN

# SAMPLE

Date: MONTH-DAY-YEAR

UPFP#: 123456

1. Business Name: JOE'S AUTOMOTIVE REPAIR
2. Business Site Address: 1000 FIRST AVENUE, ANY CITY, CA 92000
3. Business Telephone: (619) 555-1212 24-Hour: (619) 555-1255
4. Brief description of product manufactured and/or service provided: AUTO REPAIR
5. Evacuation Procedures: Notify employees to evacuate by shouting or fire alarm. Employees will exit through nearest exterior door and meet at staging area located across Fern street in front of grocery store. Emergency Coordinators will be available at staging area to assist Emergency Responders.
6. Notification Procedures: In the event of a release or threatened release of a hazardous material the following agencies are to be notified.

	<u>Phone #</u>
A. Local Emergency Response Agencies	911
B. Hazardous Materials Division (HMD)	(619) 338-2222 (after hours follow recorded instructions)
HMD's Toll-Free Number	(800) 253-9933
C. State Office of Emergency Services (OES)	(916) 845-8911; (800) 852-7550
(OES-California State Warning Center)	

Name of person(s) responsible for completing notifications JOE JONES/JOHN SMITH

Describe notification procedures:

- Notify agencies and call Clean-Up contractor as needed.

Contractor's Name/Phone: Select a Clean-Up contractor and indicate Name & Phone No.

Emergency Procedures: Main Concerns: Fire Or Chemical Spill.

### FIRE

- Evacuate site if necessary.
- Employees will notify local fire department.
- If safe, employees will shut off power and attempt to control fire using fire extinguishers.

### SMALL SPILL

- Chemicals will be picked up with absorbent materials by employees using proper protective clothing and safety equipment.
- Waste will be placed in a labeled waste drum.

### LARGE SPILL

- Evacuate site if necessary. Employers will notify fire department.
- If safe, trained employees using proper safety equipment will attempt to prevent spill from entering storm drain or running off-site. Contact Clean-Up contractor to remove spill as necessary.

## Reporting the Release of Hazardous Materials

Release reporting is required by several state and federal laws. The Hazardous Materials Division, as the local CUPA, is responsible for ensuring that persons, who are required by law or regulation to report a release, do make an accurate report in a timely manner.

### **What is a reportable release of hazardous materials?**

There are two types of hazardous materials releases that must be reported; a threatened release and a significant release.

**A threatened release is not a release.** It is a condition that creates a substantial probability of harm and makes it reasonably necessary to take immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment. For example:

- *A hazardous material or waste storage tank becomes unstable, and it begins to tilt off center or lean to one side. The tank is in danger of falling over and releasing its contents to the floor or ground.*
- *A valve on a tank or on piping has corroded and it could fail under normal operating conditions.*

### **A significant release is subjective. All significant releases must be reported.**

Whether a release is significant depends on a variety of factors, including the following: *the amount, the hazardousness of the material or waste, and/or the proximity of sensitive receptors such as schools, nursing homes, etc.* See checklist below for examples of reportable and non-reportable releases.

### **Reporting a release**

After the initial immediate measures have been taken to protect human health and the environment, \*report the release at once to the following agencies in accordance with State and Federal law.

1. Call 911 for emergency assistance. This usually results in a fire department response and the local CUPA
2. Call California Office of Emergency Services (OES), 800-852-7550, 916-845-8991
3. Call the local CUPA at 619-338-2284
4. If a release exceeds the federal reportable quantity (RQ), call the National Response Center (NRC), 800-424-8802.

### **Mandatory release reports**

A release of a reportable quantity (RQ) of a hazardous material must be reported. RQs are listed in the CERCLA "List of Lists". This document is maintained by the United States Environmental Protection Agency and is available at <http://www.epa.gov/ceppo/pubs/title3.pdf>. Another way to determine if a RQ has been exceeded is to use the Department of Energy's RQ calculator, an online tool at <http://homer.ornl.gov/oepa/rq/>.

**NOTE:** Ensure that adequate and appropriate spill containment and mitigation equipment is on hand. It is advisable to periodically check all the hazardous materials stored or used at a facility. Determine the RQs and likely release reporting scenarios in advance. This information could be included in the facility release reporting notification procedures. Flow charts or a list of questions might aid facility personnel in this task.

**Determining if a release is reportable.** These sample questions can be used to determine if a release is reportable:

☐ **Is it a hazardous material?**

This can be any hazardous substance used in your business or any hazardous waste that is generated by your business.

☐ **Is there a threatened release?**

Was it necessary to take immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment?

☐ **Is there an actual significant release?**

☐ **Is the release reportable per federal or state laws and/or regulations?**

Examples of significant releases	Examples of Releases <u>within</u> a facility's boundaries that that may not be significant:
<input type="checkbox"/> Hazardous material releases that exceed reportable quantities, or	<input type="checkbox"/> Present no health or safety hazard, or
<input type="checkbox"/> Result in an emergency response, or	<input type="checkbox"/> Do not harm environment, or
<input type="checkbox"/> Cause injury, or	<input type="checkbox"/> Do not enter atmosphere, or
<input type="checkbox"/> Go offsite, or	<input type="checkbox"/> Are completely contained onsite
<input type="checkbox"/> Are released into the environment	<input type="checkbox"/> Are completely recovered or removed quickly, or
	<input type="checkbox"/> Do not require additional PPE to be worn

### **How to follow up after a release:**

- Revise the initial release report as necessary to accurately portray the situation.
- Review and revise release response plans if they were not completely effective tools during the emergency.

\*For additional hazardous materials release reporting information, review the 2006 State of California OES Hazardous Materials Spill/Release Notification Guidance at:

[http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Spill%20Notification%20Guide/\\$file/SpillNotif06.pdf](http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Spill%20Notification%20Guide/$file/SpillNotif06.pdf)

or you may call the Hazardous Materials Duty Desk for San Diego County for a referral to your area's inspection staff at 619-338-2231.



## **HAZARDOUS MATERIALS BUSINESS PLAN**

### **III. EMPLOYEE TRAINING**

The Employee Training program must take into consideration the type of work activity, and the level of responsibility of the employees subject to training. The training program should be reasonable and appropriate for the size of the business and the nature of the hazardous materials handled at this site. This training should include the following topics:

- 1) Procedures for safe handling of hazardous materials, including hazardous wastes
- 2) Procedures for communication and coordination with emergency response agencies
- 3) Use of Emergency Response Equipment
- 4) Emergency Response Plan implementation.

#### **Instructions for completing the Employee Training Description on page 27**

(Refer to Sample Employee Training Description)

Complete all sections of the Employee Training Description. For each training topic complete the following training elements:

**Persons Trained** - List the job classifications or names of the persons that receive training in this topic.

**Training Time** - State the amount of time spent for this training. Indicate if different employees receive different amounts.

**Refresher Frequency** - State how often the training is repeated after the initial training (state law requires an annual refresher at a minimum)

**Refresher Time** - State the amount of time spent for the refresher training.

**Training Content** - Briefly describe the information covered in the training on this topic. If different information is covered for employees with different job duties, indicate this in your description.

**Small Quantity Generator** {Less than 1,000 Kg/month (2,200 lb)}.

If a business generates hazardous waste, then the business owner/operator must ensure all employees are thoroughly familiar with proper waste handling and emergency procedures. Although the business owner/operator is not required to document or record training sessions related to hazardous waste management, written documentation with signatures of training is strongly recommended. For more information about the types of hazardous waste generators, please see full definition in the General Hazardous Waste Requirements publication HM-9097.

**Large Quantity Generator** {1,000 Kg/month (2,200 lb)} or more. If a business generates more than 1000 kilograms (2,200 lbs) of hazardous waste per month, the business owner/operator must have a hazardous waste training program. This program may include classroom training or on the job instructions.

At a minimum, the training program must be designed to ensure facility personnel are able to respond effectively to emergencies by familiarizing them with emergency systems. Furthermore, if applicable, the program shall include procedures for using, inspecting, repairing, and replacing facility emergency and monitoring equipment; key parameters for automatic waste feed cut-off systems; communications or alarm systems, response to fire or explosion; response to ground water contamination incidents; and shutdown of operations. The program must include job titles, job descriptions, and specific training for each position.

All employees must be trained within six months from the date of employment or assignment to facility or new position at a facility. The business owner/operator must conduct an annual "refresher" training session on hazardous waste management and emergency procedures. All training sessions must be documented and the training records must be kept on-site. These records will be reviewed during compliance inspections.

SAMPLE

HAZARDOUS MATERIALS BUSINESS PLAN

**III. EMPLOYEE TRAINING**

**EMPLOYEE TRAINING DESCRIPTION**

Date: MONTH-DAY-YEAR

UPFP#: 123456

The following describes the employee training provided for all employees that handle hazardous substances.

1. **Training Topic** - Procedures for handling hazardous materials, including hazardous wastes:

**Persons Trained:** MECHANICS

**Training Time:** 1-2 HOURS      **Refresher Frequency:** ANNUALLY      **Refresher Time:** 1 HOUR

**Training Content:**

- Proper management procedures for hazardous materials, including review of material safety data sheets and safety procedures for materials handling.
- Proper procedures for hazardous waste management, including storage, labeling, and disposal procedures.
- Record keeping requirements.

2. **Training Topic** - Procedures for communication and coordination with emergency response agencies:

**Persons Trained:** EMERGENCY COORDINATOR, ALTERNATE AND OWNER

**Training Time:** 1 HOUR **Refresher Frequency:** ANNUALLY **Refresher Time:** 1 HOUR

**Training Content:**

- Emergency response plan communication and notification procedures.
- Coordination with emergency services: fire department, paramedics and/or clean-up contractor.

3. **Training Topic** - Use of emergency response equipment and materials under the business control:

**Persons Trained:** MECHANICS

**Training Time:** 1-2 HOURS      **Refresher Frequency:** ANNUALLY      **Refresher Time:** 1 HOUR

**Training Content:**

- Annual inspection and maintenance of safety equipment (fire extinguishers, eye wash stations, gloves, safety glasses, etc.).
- Proper use of safety equipment
- Proper use of spill control equipment (absorbent, hydrophobic mops, etc.)

For a more detailed list of safety and spill control equipment see page xx (formerly known as 24)

**Training Topic** - Emergency Response Plan implementation:

**Persons Trained:** ALL EMPLOYEES

**Training Time:** 1-2 HOURS      **Refresher Frequency:** ANNUALLY      **Refresher Time:** 1 HOUR

**Training Content:**

- Location of the emergency response plan
- Emergency response plan evacuation procedures
- Location of emergency shut-off switches and specific responsibilities of all employees

**A drill encompassing safety and spill equipment operation procedures is used by some employers to train employees and improve their emergency response skills.**



## **HAZARDOUS WASTE CONTINGENCY PLAN REQUIREMENTS**

### **Hazardous Waste Generators Only**

A written Hazardous Waste Contingency Plan is a program designed to minimize hazards to human health and the environment from fires, explosions or an unplanned sudden release of a hazardous waste. This program is developed by the facility owner or operator and establishes actions that must be immediately implemented during an emergency situation. Every hazardous waste generator is required to have an emergency contingency plan. The type of contingency plan depends on the amount and types of waste generated at the facility.

#### **Contingency Plan Requirements for Large Quantity Generators**

A Large Quantity Generator (LQG) must complete a Contingency Plan as described in Title 22 of the California Code of Regulations, including the following components:

1. Emergency Procedure to be initiated by Emergency Coordinator including Spill Notification
2. A Coordination with Emergency Responses agencies
3. List of Emergency Coordinators
4. List of Emergency Equipment and required Maintenance/Testing
5. Evacuation Plan
6. Current phone of the State of California Office of Emergency Services (916) 845-8911; 800-852-7550
7. A written Employee Training Program, including documentation.

This plan must be maintained at your facility and you must coordinate with the Department of Environmental Health, Hazardous Materials Division (DEH-HMD). During routine inspections this plan will be reviewed. It is your responsibility to ensure that the plan is kept current and that emergency coordinator changes are submitted to DEH-HMD within 30 days. The DEH-HMD works in conjunction with first response agencies integrating the information provided into the area emergency response plan.

#### **Contingency Plan Requirements for Small Quantity Generators**

Generator must post the following information next to the telephone: (see form on next page)

The name and telephone number of the emergency coordinator;

1. Location of fire extinguishers and spill control material, and, if present, fire alarm; and
2. The telephone number of the fire department, unless the facility has an alarm that goes directly to their local fire department.

**Training Requirements:** To meet the contingency plan requirements, SQGs must ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures, relevant to their responsibilities during normal facility operations and emergencies.

**Emergency Response Requirements:** Emergency coordinator or his designee must respond to any emergencies that arise. The applicable responses are as follows:

1. In the event of a fire, call the fire department or attempt to extinguish it using a fire extinguisher;
2. In the event of a spill, contain the flow of hazardous waste to the extent possible, and as soon as is practicable, clean up the hazardous waste and any contaminated materials or soil;
3. In the event of a fire, explosion, or other release which could threaten human health outside the facility or when the generator has knowledge that a spill has reached surface water, the generator must immediately notify the California Office of Emergency Services (using their 24-hour toll free number (800) 852-7550) and the San Diego County DEH-HMD at (619) 338-2284.

The report must include the following information:

- The name, address, and U.S. EPA Identification Number of the generator;
- Date, time, and type of incident (e.g., spill or fire);
- Quantity and type of hazardous waste involved in the incident;
- Extent of injuries, if any; and
- Estimated quantity and disposition of recovered materials, if any.

**HAZARDOUS WASTE CONTINGENCY PLAN REQUIREMENTS**  
**Hazardous Waste Generators Only**

**SAMPLE CONTINGENCY PLAN FOR SMALL QUANTITY GENERATORS**

**EMERGENCY PROCEDURES- POST NEAR TELEPHONE**

In case of a fire, spill, or other emergency involving hazardous chemicals or waste, do the following:

**Major Emergency**

- ☒ Evacuate the affected areas per the facility Evacuation Plan
- ☒ **Call 911** and report the emergency to DEH-HMD and OES
- ☒ Report the emergency to the facility Emergency Coordinator

**Minor Emergency**

- ☒ Try to control the emergency if you are trained to do so and can do it safely
- ☒ Report the emergency to the facility Emergency Coordinator (EC)

**For Release Reporting see Emergency Contacts below**

<b>Facility Emergency Coordinators</b>	<b>NAME</b>	<b>WORK PHONE</b>	<b>CELLULAR PHONE/PAGER</b>	<b>HOME PHONE</b>
Primary	John Jones	619-123-4567	619-123-4570	619-123-4573
Alternate #1	Charlie Smith	619-123-4568	619-123-4571	619-123-4574
Alternate #2	Gladys Johnson	619-123-4569	619-123-4572	619-123-4575

**EMERGENCY CONTACTS**

<b>AGENCY</b>	<b>Telephone Number</b>
Fire Department, Ambulance, Police	<b>9 1 1</b>
San Diego County Hazardous Materials Division	(619) 338-2222
California Office of Emergency Services (OES) (OES-California State Warning Center)	(800) 852-7550 (916) 845-8911
Hazardous Waste Clean-Up Contractor (Optional)	(619) 111-1111
Medical Facility-Optional (Hospital, Urgent Care Clinic, etc.)	(619) 222-2222

**EMERGENCY EQUIPMENT**

Locations of fire extinguishers, fire alarms (if any), and equipment for controlling chemical spills are shown on the facility site plan posted with this notice. Locations (optional) of electrical gas and water shut-offs, are also shown on the posted facility plan.

**NOTE:** Ensure that employees are familiar with these emergency and evacuation procedures. An emergency coordinator must be available 24-hours to assist emergency response personnel.

# **HAZARDOUS MATERIALS BUSINESS PLAN**

## **SECTION V**

### **FORMS TO COMPLETE**





COUNTY OF SAN DIEGO CUPA  
DEPARTMENT OF ENVIRONMENTAL HEALTH  
HAZARDOUS MATERIALS DIVISION  
P.O. BOX 129261, SAN DIEGO, CA 92112-9261  
(619) 338-2222 FAX (619) 338-2377  
1-800-253-9933

/ /  
Date Submitted

HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION

(One page per material per building or area)

☐ ADD

☐ DELETE

☐ REVISE

200

Page \_\_\_\_ of \_\_\_\_

I. FACILITY INFORMATION

BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As)

3

CHEMICAL LOCATION

201

CHEMICAL LOCATION CONFIDENTIAL  
EPCRA ☐ YES ☐ NO

202

SEE SITE MAP/PLAN

FACILITY ID #

3

7

0

0

0

0

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0

0

0

0

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0

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0

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0

0

0

0

0

MAP# (optional)

203

GRID# (optional)

204

NOT USED

NOT USED

I. CHEMICAL INFORMATION

CHEMICAL NAME

205

TRADE SECRET ☐ YES ☐ NO

206

If Subject to EPCRA, refer to instructions

COMMON NAME

207

EHS\* ☐ YES ☐ NO

208

CAS#

209

\*If EHS is "Yes", all amounts below must be in lbs.

FIRE CODE HAZARD CLASSES (Complete if required by CUPA)

210

NOT REQUIRED BY SAN DIEGO COUNTY

HAZARDOUS MATERIAL  
TYPE (Check one item only)

☐ a. PURE ☐ b. MIXTURE ☐ c. WASTE

211

RADIOACTIVE ☐ Yes ☐ No

212

CURIES

213

PHYSICAL STATE  
(Check one item only)

☐ a. SOLID ☐ b. LIQUID ☐ c. GAS

214

LARGEST CONTAINER

215

FED HAZARD CATEGORIES

☐ a. FIRE ☐ b. REACTIVE ☐ c. PRESSURE RELEASE ☐ d. ACUTE HEALTH ☐ e. CHRONIC HEALTH

216

AVERAGE DAILY AMOUNT

217

MAXIMUM DAILY AMOUNT

218

ANNUAL WASTE AMOUNT

219

STATE WASTE CODE

220

UNITS\*

(Check one item only) \* If EHS, amount must be in pounds.

☐ a. GALLONS ☐ b. CUBIC FEET ☐ c. POUNDS ☐ d. TONS

221

DAYS ON SITE:

222

STORAGE  
CONTAINER

☐ a. ABOVE GROUND TANK ☐ e. PLASTIC/NONMETALLIC DRUM ☐ i. FIBER DRUM ☐ m. GLASS BOTTLE ☐ q. RAIL CAR  
☐ b. UNDERGROUND TANK ☐ f. CAN ☐ j. BAG ☐ n. PLASTIC BOTTLE ☐ r. OTHER  
☐ c. TANK INSIDE BUILDING ☐ g. CARBOY ☐ k. BOX ☐ o. TOTE BIN  
☐ d. STEEL DRUM ☐ h. SILO ☐ l. CYLINDER ☐ p. TANK WAGON

223

STORAGE PRESSURE

☐ a. AMBIENT ☐ b. ABOVE AMBIENT ☐ c. BELOW AMBIENT

224

STORAGE TEMPERATURE

☐ a. AMBIENT ☐ b. ABOVE AMBIENT ☐ c. BELOW AMBIENT ☐ d. CRYOGENIC

225

%WT

HAZARDOUS COMPONENT (For mixture or waste only)

EHS

CAS #

226

227

228

229

1

☐ Yes ☐ No

230

231

232

233

2

☐ Yes ☐ No

234

235

236

237

3

☐ Yes ☐ No

238

239

240

241

4

☐ Yes ☐ No

242

243

244

245

5

☐ Yes ☐ No

ADDITIONAL LOCALLY COLLECTED INFORMATION

246

☐ CHECK THIS BOX IF THIS HAZARDOUS MATERIAL IS A TOXIC GAS THAT HAS A THRESHOLD LIMIT VALUE (TLV)  $\leq 10$  ppm.  
THIS HAZARDOUS MATERIAL MUST BE INVENTORIED IN ANY QUANTITY.

☐ CHECK THIS BOX IF THIS HAZARDOUS MATERIAL IS SUBJECT TO RMP REQUIREMENTS AND/OR CAL/ARP REQUIREMENTS

## Hazardous Materials Inventory - Chemical Description

You must complete a separate Hazardous Materials Inventory - Chemical Description page for each hazardous material (hazardous substances and hazardous waste) that you handle at your facility in aggregate quantities equal to or greater than 500 pounds, 55 gallons, 200 cubic feet of gas (calculated at standard temperature and pressure) or the federal threshold planning quantity for Extremely Hazardous Substances, whichever is less. Also complete a page for each radioactive material handled over quantities for which an emergency plan is required to be adopted pursuant to 10 CFR Parts 30, 40, or 70. The completed inventory should reflect all reportable quantities of hazardous materials at your facility, reported **separately** for each building or outside adjacent area, with **separate** pages for unique occurrences of physical state, storage temperature and storage pressure. (Note: the numbering of the instructions follows the data element numbers that are on the UPCF pages. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C, the Business Section of the Unified Program Data Dictionary.) Please number all pages of your submittal. This helps your CUPA or AA identify whether the submittal is complete and if any pages are separated.

1. FACILITY ID NUMBER - Enter your 6 character Permit # from your Unified Program Facility Permit (UPFP). If you do not have a Unified Program Facility Permit, leave this blank.
  3. BUSINESS NAME - Enter the full legal name of the business. This is the same as the terms "Facility Name" or "DBA" - Doing Business As.
  200. ADD/DELETE/ REVISE - Indicate if the material is being added to the inventory, deleted from the inventory, or if the information previously submitted is being revised.  
NOTE: You may choose to leave this blank if you resubmit your entire inventory.
  201. CHEMICAL LOCATION - Do not complete this section. Your site map/plan identifies the location of where the hazardous material is stored. NOTE: This information is not subject to public disclosure pursuant to HSC 25506.
  202. CHEMICAL LOCATION CONFIDENTIAL - EPCRA - All businesses which are subject to the Emergency Planning and Community Right to Know Act (EPCRA) must check "Yes" to keep chemical location information confidential. If the business does not wish to keep chemical location information confidential check "No".
  203. MAP NUMBER - Do not complete this section. This number is NOT USED. Your site map/plan identifies the location of where the hazardous material is stored.
  204. GRID NUMBER - Do not complete this section. Grid coordinates are NOT USED. Your site map/plan identifies the location of where the hazardous material is stored.
  205. CHEMICAL NAME - Enter the proper chemical name associated with the Chemical Abstract Service (CAS) number of the hazardous material. This should be the International Union of Pure and Applied Chemistry (IUPAC) name found on the Material Safety Data Sheet (MSDS). NOTE: If the chemical is a mixture, do not complete this field; complete the "COMMON NAME" field instead. For aqueous solutions containing one hazardous component, list the component and the percentage in the "CHEMICAL NAME" and leave the "HAZARDOUS COMPONENT" Section blank.
  206. TRADE SECRET - Check "Yes" if the information in this section is declared a trade secret, or "No" if it is not.  
State requirement: If yes, and business is not subject to EPCRA, disclosure of the designated trade secret information is bound by HSC §25511.  
Federal requirement: If yes, and business is subject to EPCRA, disclosure of the designated Trade Secret information is bound by 40 CFR and the business must submit a "Substantiation to Accompany Claims of Trade Secrecy" form (40 CFR 350.27) to USEPA.
  207. COMMON NAME - Enter the common name or trade name of the hazardous material or mixture containing a hazardous material. Each hazardous component of the mixture will be listed below in the "HAZARDOUS COMPONENT" Section.
  208. EHS - Check "Yes" if the hazardous material is an Extremely Hazardous Substance (EHS), as defined in 40 CFR, Part 355, Appendix A. If the material is a mixture containing an EHS, leave this section blank and complete the section on hazardous components below.
  209. CAS # - Enter the Chemical Abstract Service (CAS) number for the hazardous material. For mixtures, enter the CAS number of the mixture if it has been assigned a number distinct from its components. If the mixture has no CAS number, leave this column blank and report the CAS numbers of the individual hazardous components in the appropriate section below. Use the CAS# format with hyphens and do not use leading zeros. Example: 12345-67-8.
  210. FIRE CODE HAZARD CLASSES - This information is not required by San Diego County at this time.
  211. HAZARDOUS MATERIAL TYPE - Check the one box that best describes the type of hazardous material: pure, mixture or waste. If waste material, check only that box. If mixture or waste, complete hazardous components section.
  212. RADIOACTIVE - Check "Yes" if the hazardous material is radioactive or "No" if it is not.
  213. CURIES - If the hazardous material is radioactive, use this area to report the activity in curies. You may use up to nine digits with a floating decimal point to report activity in curies.
  214. PHYSICAL STATE - Check the one box that best describes the state in which the hazardous material is handled: solid, liquid or gas.
  215. LARGEST CONTAINER - Enter the total capacity of the largest container in which the material is stored. Use the units reported in #221. Enter only the numeric value of the units in this box.
  216. FEDERAL HAZARD CATEGORIES - Check all categories that describe the physical and health hazards associated with the hazardous material.
- |  |   |
|--|---|
| <p style="text-align: center;"><b>PHYSICAL HAZARDS</b></p> <p><u>Fire:</u> Flammable Liquids and Solids, Combustible Liquids, Pyrophorics, Oxidizers</p> <p><u>Reactive:</u> Unstable Reactive, Organic Peroxides, Water Reactive, Radioactive</p> <p><u>Pressure Release:</u> Explosives, Compressed Gases, Blasting Agents</p> | <p style="text-align: center;"><b>HEALTH HAZARDS</b></p> <p><u>Acute Health (Immediate):</u> Highly Toxic, Toxic, Irritants, Sensitizers, Corrosives, other hazardous chemicals with an adverse effect with short term exposure</p> <p><u>Chronic Health (Delayed):</u> Carcinogens, other hazardous chemicals with an adverse effect with long-term exposure</p> |
|--|---|
217. AVERAGE DAILY AMOUNT - Calculate the average daily amount of the hazardous material or mixture containing a hazardous material, in each building or adjacent/ outside area. Calculations shall be based on the previous year's inventory of material reported on this page. Total all daily amounts and divide by the number of days the chemical will be on site. If this is a material that has not previously been present at this location, the amount shall be the average daily amount you project to be on hand during the course of the year. OR: the amount can be calculated using the following examples: If you order four drums (220 gallons) of a hazardous material every month and use it within the month, your calculated average daily amount would be half the monthly order which is equal to two drums or 110 gallons. OR: If your hazardous material is stored in a process tank that is 500 gallons and the level never changes, then your average daily amount would be 500 gallons. This amount should be consistent with the units reported in box 221 and should not exceed that of maximum daily amount.
  218. MAXIMUM DAILY AMOUNT - Enter the maximum amount of each hazardous material or mixture containing a hazardous material, which is handled in a building or adjacent/outside area at any one time over the course of the year. This amount must contain at a minimum last year's inventory of the material reported on this page, with the reflection of additions, deletions, or revisions projected for the current year. This amount should be consistent with the units reported in box 221.
  219. ANNUAL WASTE AMOUNT - If the hazardous material being inventoried is a waste, provide an estimate of the annual amount handled.
  220. STATE WASTE CODE - If the hazardous material is a waste, enter the appropriate California 3-digit hazardous waste code as listed on the back of the Uniform Hazardous Waste Manifest.
  221. UNITS - Check the unit of measure that is most appropriate for the material being reported on this page: gallons, pounds, cubic feet or tons. NOTE: If the material is a federally defined Extremely Hazardous Substance (EHS), all amounts must be reported in pounds. If material is a mixture containing an EHS, report the units that the material is stored in (gallons, pounds, cubic feet, or tons).
  222. DAYS ON SITE - List the total number of days during the year that the material is on site.
  223. STORAGE CONTAINER - Check all boxes that describe the type of storage containers in which the hazardous material is stored. NOTE: If appropriate, you may choose more than one.
  224. STORAGE PRESSURE - Check the one box that best describes the pressure at which the hazardous material is stored.
  225. STORAGE TEMPERATURE - Check the one box that best describes the temperature at which the hazardous material is stored.
  226. HAZARDOUS COMPONENTS 1-5 (% BY WEIGHT) - Enter the percentage weight of the hazardous component in a mixture. If a range of percentages is available, report the highest percentage in that range. (Report for components 2 through 5 in 230, 234, 238, and 242.)
  227. HAZARDOUS COMPONENTS 1-5 NAME - When reporting a hazardous material that is a mixture, list up to five chemical names of hazardous components in that mixture by percent weight (refer to MSDS or, in the case of trade secrets, refer to manufacturer). All hazardous components in the mixture present at greater than 1% by weight if non-carcinogenic, or 0.1% by weight if carcinogenic, should be reported. When reporting waste mixtures, mineral and chemical composition should be listed. (Report for components 2 through 5 in 231, 235, 239, and 243). For aqueous solutions containing one component, list the component and the percentage in the "CHEMICAL NAME" and leave the "HAZARDOUS COMPONENT" Section blank.
  228. HAZARDOUS COMPONENTS 1-5 EHS - Check "Yes" if the component of the mixture is considered an Extremely Hazardous Substance as defined in 40 CFR, Part 355, or "No" if it is not. (Report for components 2 through 5 in 232, 236, 240, and 244.)
  229. HAZARDOUS COMPONENTS 1-5 CAS - List the Chemical Abstract Service (CAS) numbers as related to the hazardous components in the mixture. (Repeat for 2-5.)
  246. LOCALLY COLLECTED INFORMATION - Check these boxes if you are subject to the requirements listed.



**COUNTY OF SAN DIEGO**  
**DEPARTMENT OF ENVIRONMENTAL HEALTH - CUPA**  
**HAZARDOUS MATERIALS DIVISION**  
**P.O. BOX 129261, SAN DIEGO, CA 92112-9261**  
**(619) 338-2222 FAX (619) 338-2377**  
**1-800-253-9933**

**BUSINESS OWNER/OPERATOR IDENTIFICATION**

Page \_\_\_\_ of \_\_\_\_

**I. IDENTIFICATION**

FACILITY ID#	3	7	0	0	0	0	0	0	0	1	0	BEGINNING DATE	100	ENDING DATE	101	
BUSINESS NAME (Same as FACILITY NAME or DBA - Doing Business As)													3	BUSINESS PHONE		102
(      )																103
BUSINESS SITE ADDRESS																103
CITY										104	CA	ZIP CODE				105
DUN & BRADSTREET										106	SIC CODE (4 digit #)				107	
COUNTY																108
BUSINESS OPERATOR NAME										109	BUSINESS OPERATOR PHONE				110	
(      )																110

**II. BUSINESS OWNER**

OWNER NAME										111	OWNER PHONE				112	
(      )																112
OWNER MAILING ADDRESS																113
CITY										114	STATE		115	ZIP CODE		116

**III. ENVIRONMENTAL CONTACT**

CONTACT NAME										117	CONTACT PHONE				118	
(      )																118
CONTACT MAILING ADDRESS																119
CITY										120	STATE		121	ZIP CODE		122

**-PRIMARY-**

**IV. EMERGENCY CONTACTS**

**-SECONDARY-**

NAME	123	NAME	128
TITLE	124	TITLE	129
BUSINESS PHONE	125	BUSINESS PHONE	130
(      )		(      )	
24-HOUR PHONE	126	24-HOUR PHONE	131
(      )		(      )	
PAGER #	127	PAGER #	132
(      )		(      )	

ADDITIONAL LOCALLY COLLECTED INFORMATION:

E-MAIL: \*

E-MAIL: \*

**\*This information is optional and will remain confidential. Complete if you want to receive periodic program updates from HMD.**

**ALWAYS SUBMIT A COPY OF THIS COMPLETED PAGE WITH SUBMITTAL OF ANY OTHER UNIFIED PROGRAM CONSOLIDATED FORM.**

Certification: Based on my inquiry of those individuals responsible for obtaining the information, I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

SIGNATURE OF OWNER/OPERATOR OR DESIGNATED REPRESENTATIVE	DATE	134	NAME OF DOCUMENT PREPARER	135
NAME OF SIGNER (print)	136	TITLE OF SIGNER		137

## Business Owner/Operator Identification

Please submit the Business Activities page, the Business Owner/Operator Identification page (OES Form 2730), and Hazardous Materials - Chemical Description pages (OES Form 2731) for all hazardous materials inventory submissions. For the inventory to be considered complete this page must be signed by the appropriate individual.

(Note: the numbering of the instructions follows the data element numbers that are on the UPCF pages. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C, the Business Section of the Unified Program Data Dictionary.) Please number all pages of your submittal. This helps your CUPA or AA identify whether the submittal is complete and if any pages are separated. ALWAYS SUBMIT A COPY OF THIS COMPLETED PAGE WITH SUBMITTAL OF ANY OTHER UNIFIED PROGRAM CONSOLIDATED FORM.

1. FACILITY ID NUMBER - Enter your 6 character Permit # on your Unified Program Facility Permit (UPFP). If you do not have a Unified Program Facility Permit, leave this blank.
3. BUSINESS NAME - Enter the full legal name of the business. This is the same as the terms "Facility Name" or "DBA" - Doing Business As.
100. BEGINNING DATE - Enter the beginning year and date (YYYYMMDD) of the inventory report, recyclable materials report, or on-site tiered permitting report for PBR sites.
101. ENDING DATE - Enter the ending year and date (YYYYMMDD) of the reports identified in #100.
102. BUSINESS PHONE - Enter the phone number, area code first, and any extension.
103. BUSINESS SITE ADDRESS - Enter the street address where the facility is located. No post office box numbers are allowed. This information must provide a means to geographically locate the facility. If the mailing address is different, complete #113- #116.
104. CITY - Enter the city or unincorporated area in which business site is located.
105. ZIP CODE - Enter the zip code of business site. The extra 4-digit zip may also be added.
106. DUN & BRADSTREET - Enter the Dun & Bradstreet number for the facility. If you do not have one, leave this field blank.
107. SIC CODE - Enter the primary Standard Industrial Classification Code number for primary business activity. NOTE: If code is more than 4 digits, report only the first four.
108. COUNTY - Enter the county in which the business site is located.
109. BUSINESS OPERATOR NAME - Enter the name of the business operator which is the name used for mailing correspondence.
110. BUSINESS OPERATOR PHONE - Enter business operator phone number, if different from business phone, area code first, and any extension.
111. OWNER NAME - Enter name of business owner, if different from business operator (this is the legal name of the business owner. The owner may be a sole proprietor, a limited partnership, a corporation, etc.).
112. OWNER PHONE - Enter the business owner's phone number if different from business phone, area code first, and any extension.
113. OWNER MAILING ADDRESS - Enter the owner's mailing address where business related correspondence should be sent, if different from business site address.
114. OWNER CITY - Enter the name of the city for the owner's mailing address.
115. OWNER STATE - Enter the 2 character state abbreviation for the owner's mailing address.
116. OWNER ZIP CODE - Enter the zip code for the owner's address. The extra 4-digit zip may also be added.
117. ENVIRONMENTAL CONTACT NAME - Enter the name of the person, if different from the Business Owner or Operator, who will respond to enforcement activity.
118. CONTACT PHONE - Enter the phone number, if different from Owner or Operator, at which the environmental contact can be contacted.
119. CONTACT MAILING ADDRESS - Enter the mailing address where all environmental contact correspondence should be sent.
120. CITY - Enter the name of the city for the environmental contact's mailing address.
121. STATE - Enter the 2 character state abbreviation for the environmental contact's mailing address.
122. ZIP CODE - Enter the zip code for the environmental contact's mailing address. The extra 4-digit zip may also be added.
123. PRIMARY EMERGENCY CONTACT NAME - Enter the name of a representative that can be contacted in case of emergency involving hazardous materials at the business site. The contact shall have FULL facility access, site familiarity, and authority to make decisions for the business regarding incident mitigation.
124. TITLE - Enter the title of the primary emergency contact.
125. BUSINESS PHONE - Enter the business number for the primary emergency contact, area code first, and any extensions.
126. 24-HOUR PHONE - Enter a 24-hour phone number for the primary emergency contact. The 24-hour phone number must be one which is answered 24 hours a day. If it is not the contact's home phone number, then the service answering the phone must be able to immediately contact the individual stated above.
127. PAGER NUMBER - Enter the pager number for the primary emergency contact, if available.
128. SECONDARY EMERGENCY CONTACT NAME - Enter the name of a secondary representative that can be contacted in the event that the primary emergency contact is not available. The contact shall have FULL facility access, site familiarity, and authority to make decisions for the business regarding incident mitigation.
129. TITLE - Enter the title of the secondary emergency contact.
130. BUSINESS PHONE - Enter the business telephone number for the secondary emergency contact, area code first, and any extension.
131. 24-HOUR PHONE - Enter a 24-hour phone number for the secondary emergency contact. The 24-hour phone number must be one that is answered 24 hours a day. If it is not the contact's home phone number, then the service answering the phone must be able to immediately contact the individual stated above.
132. PAGER NUMBER - Enter the pager number for the secondary emergency contact, if available.
133. ADDITIONAL LOCALLY COLLECTED INFORMATION - This space may be used for CUPAs or AAs to collect any additional information necessary to meet the requirements of their individual programs. Contact your local agency for guidance.
134. DATE - Enter the date that the document was signed. (YYYYMMDD)
135. NAME OF DOCUMENT PREPARER - Enter the full name of the person who prepared the inventory submittal information.
136. NAME OF SIGNER - Enter the full printed name of the person signing the page. The signer certifies to a familiarity with the information submitted and that based on the signer's inquiry of those individuals responsible for obtaining the information, all the information submitted is true, accurate and complete.  
SIGNATURE OF OWNER/ OPERATOR OR DESIGNATED REPRESENTATIVE - The Business Owner/Operator, or officially designated representative of the Owner/Operator, shall sign in the space provided. This signature certifies that the signer is familiar with the information submitted and that based on the signer's inquiry of those individuals responsible for obtaining the information it is the Signer's belief that the submitted information is true, accurate and complete.
137. TITLE OF SIGNER - Enter the title of the person signing the page.



COUNTY OF SAN DIEGO CUPA  
Department of Environmental Health-Hazardous Materials Division

THOMAS BROS COORDINATES \_\_\_\_\_ SITE MAP (Page \_\_\_\_\_ of \_\_\_\_\_) UPFP # \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_ DATE \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

(N)

OFFICE USE ONLY
REVIEWED BY: _____
DATE: _____

NOT FOR PUBLIC DISCLOSURE



## HAZARDOUS MATERIALS BUSINESS PLAN

### II. EMERGENCY RESPONSE PLAN

Date:        /        /

UPFP #: \_\_\_\_\_

1. Business Name: \_\_\_\_\_
2. Business Site Address: \_\_\_\_\_
3. Business Telephone: (    ) \_\_\_\_\_ 24-Hour: (    ) \_\_\_\_\_
4. Brief description of product manufactured and/or service provided: \_\_\_\_\_
5. Evacuation Procedures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Notification Procedures: In the event of a release or threatened release of a hazardous material the following agencies are to be notified. Phone #

- |   |   |
|---|---|
| A. Local Emergency Response Agencies        | 911   |
| B. Hazardous Materials Division (HMD)       | (619) 338-2222 (after hours follow recorded instructions) |
| HMD's Toll-Free Number                      | (800) 253-9933  |
| C. State Office of Emergency Services (OES) | (916) 845-8911 or Toll-Free Number (800) 852-7550         |
| (OES-California State Warning Center)       |   |

Name of person(s) responsible for completing notifications: \_\_\_\_\_

Describe notification procedures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor's Name/Phone: \_\_\_\_\_

Emergency Procedures: \_\_\_\_\_  
\_\_\_\_\_

#### **FIRE**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### **SMALL SPILL**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### **LARGE SPILL**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## **HAZARDOUS MATERIALS BUSINESS PLAN**

### **II. EMERGENCY RESPONSE PLAN**

#### **The Emergency Plan must include:**

1. Procedures for mitigating a hazardous materials release.
2. Procedures and equipment for minimizing the potential damage of a hazardous materials release.
3. Provisions for immediate notification of the HMD, the Office of Emergency Services (OES), and other emergency response personnel as required (e.g. local fire department or paramedics).
4. Evacuation plans and procedures for notification of personnel at the business site.

#### **Instructions for completing the Emergency Response Plan on page 23.**

(Please refer to Sample Emergency Response Plan)

At the top of the Emergency Response Plan enter the date. Spaces are provided for your Unified Program Facility Permit (UPFP) number, please enter the number if known.

1. Enter business name.
2. Enter business site address.
3. Enter business telephone, including area code. Include a 24-hour number, if applicable.
4. Enter a brief description of product manufactured and/or business operations. For example, electroplating, storage, automotive repair, hospital, medical device manufacturing, etc.
5. Outline procedures for immediate evacuation of the facility. Include the following:
  - a. Type of alarm signals (bells, horns, sirens, shouting, etc.) used to start an evacuation and indicate what alarms are used to give the all-clear signal.
  - b. If your facility is large or has several buildings, describe any different alarms used for specific parts of the facility.
  - c. Evacuation routes, emergency exits, and staging areas. Include alternate routes, exits, and staging areas. Clearly note them on your site map.
  - d. Indicate if periodic evacuation drills are practiced to help employees become better prepared for emergencies.
6. Enter the name of the person(s) responsible for completing emergency notifications.
7. Describe procedures for the mitigation of a release or threatened release to minimize any potential harm or damage to persons, property, or the environment. Include equipment and resources for use in emergency situations such as communications and containment equipment, automatic monitoring or fire control devices, onsite spill response teams or prearranged contracts with a spill response company. If procedures are different for spills/emergencies of different magnitude, outline the procedures to be followed in each situation, including the criteria for using a particular procedure. Indicate the personnel who will assist emergency response agencies onsite and any information that would assist them when they arrive.

## HAZARDOUS MATERIALS BUSINESS PLAN

### III. EMPLOYEE TRAINING DESCRIPTION

Date:        /        /

UPFP #: \_\_\_\_\_

The following describes the employee training provided for all employees that handle hazardous substances.

1. **Training Topic** - Procedures for handling hazardous materials, including hazardous wastes:

**Persons Trained:** \_\_\_\_\_

**Training Time:** \_\_\_\_\_ **Refresher Frequency:** \_\_\_\_\_ **Refresher Time:** \_\_\_\_\_

**Training Content:**

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

2. **Training Topic** - Procedures for communication and coordination with emergency response agencies:

**Persons Trained:** \_\_\_\_\_

**Training Time:** \_\_\_\_\_ **Refresher Frequency:** \_\_\_\_\_ **Refresher Time:** \_\_\_\_\_

**Training Content:**

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

3. **Training Topic** - Use of emergency response equipment and materials under the business control:

**Persons Trained:** \_\_\_\_\_

**Training Time:** \_\_\_\_\_ **Refresher Frequency:** \_\_\_\_\_ **Refresher Time:** \_\_\_\_\_

**Training Content:**

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

4. **Training Topic** - Emergency Response Plan implementation:

**Persons Trained:** \_\_\_\_\_

**Training Time:** \_\_\_\_\_ **Refresher Frequency:** \_\_\_\_\_ **Refresher Time:** \_\_\_\_\_

**Training Content:**

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

**A drill encompassing safety and spill equipment operation procedures is used by some employers to train employees and improve their emergency response skills.**

## **HAZARDOUS MATERIALS BUSINESS PLAN**

### **III. EMPLOYEE TRAINING**

The Employee Training program must take into consideration the type of work activity, and the level of responsibility of the employees subject to training. The training program should be reasonable and appropriate for the size of the business and the nature of the hazardous materials handled at this site. This training should include the following topics:

- 1) Procedures for safe handling of hazardous materials, including hazardous wastes
- 2) Procedures for communication and coordination with emergency response agencies
- 3) Use of Emergency Response Equipment
- 4) Emergency Response Plan implementation.

#### **Instructions for completing the Employee Training Description on page 25**

(Refer to Sample Employee Training Description)

Complete all sections of the Employee Training Description. For each training topic complete the following training elements:

**Persons Trained** - List the job classifications or names of the persons that receive training in this topic.

**Training Time** - State the amount of time spent for this training. Indicate if different employees receive different amounts.

**Refresher Frequency** - State how often the training is repeated after the initial training (state law requires an annual refresher at a minimum)

**Refresher Time** - State the amount of time spent for the refresher training.

**Training Content** - Briefly describe the information covered in the training on this topic.  
If different information is covered for employees with different job duties, indicate this in your description.

**Small Quantity Generator** {Less than 1,000 Kg/month (2,200 lb)}.

If a business generates hazardous waste, then the business owner/operator must ensure all employees are thoroughly familiar with proper waste handling and emergency procedures. Although the business owner/operator is not required to document or record training sessions related to hazardous waste management, written documentation with signatures of training is strongly recommended. For more information about the types of hazardous waste generators, please see full definition in the General Hazardous Waste Requirements publication HM-9097.

**Large Quantity Generator** {1,000 Kg/month (2,200 lb) or more} If a business generates more than 1000 kilograms (2,200 lbs) of hazardous waste per month, the business owner/operator must have a hazardous waste training program. This program may include classroom training or on the job instructions.

At a minimum, the training program must be designed to ensure facility personnel are able to respond effectively to emergencies by familiarizing them with emergency systems. Furthermore, if applicable, the program shall include procedures for using, inspecting, repairing, and replacing facility emergency and monitoring equipment; key parameters for automatic waste feed cut-off systems; communications or alarm systems, response to fire or explosion; response to ground water contamination incidents; and shutdown of operations. The program must include job titles, job descriptions, and specific training for each position.

All employees must be trained within six months from the date of employment or assignment to facility or new position at a facility. The business owner/operator must conduct an annual "refresher" training session on hazardous waste management and emergency procedures. All training sessions must be documented and the training records must be kept on-site. These records will be reviewed during compliance inspections.

# CONTINGENCY PLAN FOR SMALL QUANTITY GENERATORS

## EMERGENCY PROCEDURES- POST NEAR TELEPHONE

In case of a fire, spill, or other emergency involving hazardous chemicals or waste, do the following:

### **Major Emergency**

- ☒ Evacuate the affected areas per the facility Evacuation Plan
- ☒ **Call 911** and report the emergency to DEH-HMD and OES
- ☒ Report the emergency to the facility Emergency Coordinator

### **Minor Emergency**

- ☒ Try to control the emergency if you are trained to do so and can do it safely
- ☒ Report the emergency to the facility Emergency Coordinator (EC)

For Release Reporting see Emergency Contacts below

Facility Emergency Coordinators	NAME	WORK PHONE	CELLULAR PHONE/PAGER	HOME PHONE
Primary		( )	( )	( )
Alternate #1		( )	( )	( )
Alternate #2		( )	( )	( )

## EMERGENCY CONTACTS

AGENCY	Telephone Number
Fire Department, Ambulance, Police	<b>9 1 1</b>
San Diego County Hazardous Materials Division	(619) 338-2222
California Office of Emergency Services (OES) (OES-California State Warning Center)	(800) 852-7550 (916) 845-8911
Hazardous Waste Clean-Up Contractor (Optional)	( )
Medical Facility-Optional (Hospital, Urgent Care Clinic, etc.)	( )

## EMERGENCY EQUIPMENT

Locations of fire extinguishers, fire alarms (if any), and equipment for controlling chemical spills are shown on the facility site plan posted with this notice. Locations (optional) of electrical gas and water shut-offs, are also shown on the posted facility plan.

**NOTE:** Ensure that employees are familiar with these emergency and evacuation procedures. An emergency coordinator must be available 24-hours to assist emergency response personnel.

[HM-9099 A]

## **HAZARDOUS WASTE CONTINGENCY PLAN REQUIREMENTS**

### **Hazardous Waste Generators Only**

A written Hazardous Waste Contingency Plan is a program designed to minimize hazards to human health and the environment from fires, explosions or an unplanned sudden release of a hazardous waste. This program is developed by the facility owner or operator and establishes actions that must be immediately implemented during an emergency situation. Every hazardous waste generator is required to have an emergency contingency plan. The type of contingency plan depends on the amount and types of waste generated at the facility.

#### **Contingency Plan Requirements for Large Quantity Generators**

A Large Quantity Generator (LQG) must complete a Contingency Plan as described in Title 22 of the California Code of Regulations, including the following components:

1. Emergency Procedure to be initiated by Emergency Coordinator including Spill Notification
2. A Coordination with Emergency Responses agencies
3. List of Emergency Coordinators
4. List of Emergency Equipment and required Maintenance/Testing
5. Evacuation Plan
6. Current phone of the State of California Office of Emergency Services (916) 845-8911; 800-852-7550
7. A written Employee Training Program, including documentation.

This plan must be maintained at your facility and you must coordinate with the Department of Environmental Health, Hazardous Materials Division (DEH-HMD). During routine inspections this plan will be reviewed. It is your responsibility to ensure that the plan is kept current and that emergency coordinator changes are submitted to DEH-HMD within 30 days. The DEH-HMD works in conjunction with first response agencies integrating the information provided into the area emergency response plan.

#### **Contingency Plan Requirements For Small Quantity Generators**

Generator must post the following information next to the telephone: (see form on next page)

The name and telephone number of the emergency coordinator;

1. Location of fire extinguishers and spill control material, and, if present, fire alarm; and
2. The telephone number of the fire department, unless the facility has an alarm that goes directly to their local fire department.

**Training Requirements:** To meet the contingency plan requirements, SQGs must ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures, relevant to their responsibilities during normal facility operations and emergencies.

**Emergency Response Requirements:** Emergency coordinator or his designee must respond to any emergencies that arise. The applicable responses are as follows:

1. In the event of a fire, call the fire department or attempt to extinguish it using a fire extinguisher;
2. In the event of a spill, contain the flow of hazardous waste to the extent possible, and as soon as is practicable, clean up the hazardous waste and any contaminated materials or soil;
3. In the event of a fire, explosion, or other release which could threaten human health outside the facility or when the generator has knowledge that a spill has reached surface water, the generator must immediately notify the California Office of Emergency Services (using their 24-hour toll free number (800) 852-7550) and the San Diego County DEH-HMD at (619) 338-2284.

The report must include the following information:

- The name, address, and U.S. EPA Identification Number of the generator;
- Date, time, and type of incident (e.g., spill or fire);
- Quantity and type of hazardous waste involved in the incident;
- Extent of injuries, if any; and
- Estimated quantity and disposition of recovered materials, if any.



UPFP# \_\_\_\_\_

## IV. CONTINGENCY PLAN-EMERGENCY EQUIPMENT

Date: \_\_\_\_\_

**INSTRUCTIONS:** In the blank form provided, describe the safety, spill response, communication and structural containment equipment you have in place at your facility for use in emergency situations. If practical, report the equipment according to individual job, shop or work activity area within our facility. If applicable, include the elements listed in the legend.

<u>Personnel Protective &amp; Safety Equipment</u>		<u>Emergency Response Equipment</u>	<u>Communications Equipment</u>	<u>Structural Equipment</u>
Aprons	Half/Full face Respirator and Respirator Cartridges	Fire Extinguishers (Type A, B, C, D)	Telephones	Berms & Dikes
Gloves	Self-Contained Breathing Apparatus	Fire Hoses	Intercoms	Tanks (Emergency)
Coats	Apparatus (SCBA)	Eye Wash, Safety Showers	Portable Radio(s)	Over Pack Drum(s)
Chemical Suits	First Aid Kits	Chemical Monitoring Equipment (Type)	Verbal	Containment Vaults
Boots	Exhaust Hoods	Chemical Alarms - Bells, etc.		Blind Sumps
Safety Glasses	First Aid Stations	Chemical Spill Equipment - Absorbents,		
Face Shield	Chemical Antidotes	Neutralizers, Sand, Leak Repair Kits (Chlorine), Underground		
Hard Hats		Tank Leak Detection Monitors		

LOCATION SHOP OR AREA	PERSONNEL PROTECTIVE & SAFETY EQUIPMENT	EMERGENCY RESPONSE SPILL EQUIPMENT	COMMUNICATIONS EQUIPMENT	STRUCTURAL EQUIPMENT	INSPECTION FREQUENCY

### EXAMPLE

LOCATION SHOP OR AREA	PERSONNEL PROTECTIVE & SAFETY EQUIPMENT	EMERGENCY RESPONSE SPILL EQUIPMENT	COMMUNICATIONS EQUIPMENT	STRUCTURAL EQUIPMENT	INSPECTION FREQUENCY
PAINT SHOP	CARTRIDGE RESPIRATORS, SHOP COATS, GLOVES, EXHAUST HOOD	FIRE EXTINGUISHER SAND	TELEPHONE - VERBAL	NONE	MONTHLY (Safety Equipment)



UPFP#

## IV. CONTINGENCY PLAN

## EMERGENCY NOTIFICATION PHONE ROSTER

Date: / /

EMERGENCY (TYPE)	ORGANIZATION	PHONE*	REPORTING REQUIREMENTS	REQUIRED NOTIFICATION PERIOD
Injury (any)	(Hospital) _____ (Nearest hospital capable of handling fire and/or chemical emergency) (Paramedics and/or Ambulance Service) _____	911* 911*	1. Name and telephone of reporter.	Immediately or within 24 hours.
Poisoning	Poison Control	(800) 876-4766*	2. Name and address of facility.	
Occupational Accident or Exposure (Notification)	OSHA (Occupational Safety & Health)	(619) 767-2280	3. Time and type of incident (fire, chemical, etc.).	Agencies may request a follow-up report in writing.
Fire/Explosion	(Fire) _____ (Name of your local Fire District) (Police/Sheriff) _____ (Name of Local Fire/Police Agency)	911* 911*	4. Name and quantity of material(s) included to the extent known.	
Hazardous Material Spill/Release Outside Facility	+(Fire) _____ +San Diego County Hazardous Materials Division (1) +California Office of Emergency Services +National Response Center (U.S. Coast Guard) (Notify only if required by California OES)	911* (619) 338-2222 (800) 852-7550* (800) 424-8802	5. The extent of injuries if any.	Consult each agency for their reporting requirements.
In addition to above if spill reaches: Storm Drain/Creeks River/Bays Sanitary Sewer Gaseous Release into Atmosphere Underground Storage Tank Leak/Spill	San Diego Regional Water Quality Control Board  (Sewer District) _____ (Name of Sewer District Serving your Facility) San Diego Air Pollution Control District (Fire) _____ (Emergency)  San Diego County Hazardous Materials Division Toll-Free San Diego Regional Water Quality Control Board	(858) 467-2952  (Phone) (858) 650-4550 (858) 650-4707 911*  (619) 338-2222 (800) 253-9933 (858) 467-2952	6. Possible hazards to human health or the environment, outside the facility.	
Spill Cleanup (Contractor)	ADDITIONAL RESPONSE RESOURCES (Company Name) _____ (Company of your choosing)		Check with contractor for his requirements.	As soon as possible or As situation requires
Water District	(Utility Name) _____		1, 2, and 3 above.	
Electrical/Gas - Utility	San Diego Gas & Electric (SDG&E)	(800) 611-7343*	1, 2, and 3 above	
Chemical - Emergency Information	CHEMTREC, CHLOREP, Pesticide Safety Team	(800) 424-9300		

\* Denotes 24-Hour Number + required notification if hazardous materials emergency extends outside of the facility or requires an evacuation of public areas.

(1) After business hours use 911 to contact the County Environmental Health Department in case of emergency only.



# SPILL OR RELEASE NOTIFICATION

In the event of a spill, have the following information available

## State and Local Notification:

1. Name of business: \_\_\_\_\_

2. Identity of caller: \_\_\_\_\_

3. Chemical name and quantity released (if known):  
\_\_\_\_\_  
\_\_\_\_\_

4. Description of what happened: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Was the release contained?      ' Yes      ' No

Please describe if release entered any waterway or storm drains:  
\_\_\_\_\_  
\_\_\_\_\_

6. Information about the spill, release or threatened release:

a. Location: \_\_\_\_\_

b. Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

c. Time: \_\_\_\_\_

d. Injuries or Fatalities? \_\_\_\_\_

e. Evacuation conducted? \_\_\_\_\_

f. Clean-up by: \_\_\_\_\_

## Federal Notification:

Federal Notification required additional information for spills (CERCLA chemicals) that exceed federal reporting requirements, which includes:

- Medium or media impacted by the release
- Time and duration of the release
- Proper precautions to take
- Known or anticipated health risks
- Name and phone number for more information

## Reporting the Release of Hazardous Materials

Release reporting is required by several state and federal laws. The Hazardous Materials Division, as the local CUPA, is responsible for ensuring that persons, who are required by law or regulation to report a release, do make an accurate report in a timely manner.

### What is a reportable release of hazardous materials?

There are two types of hazardous materials releases that must be reported; a threatened release and a significant release.

A **threatened release is not a release**. It is a condition that creates a substantial probability of harm and makes it reasonably necessary to take immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment. For example:

- *A hazardous material or waste storage tank becomes unstable, and it begins to tilt off center or lean to one side. The tank is in danger of falling over and releasing its contents to the floor or ground.*
- *A valve on a tank or on piping has corroded and it could fail under normal operating conditions.*

A **significant release is subjective**. All significant releases must be reported.

Whether a release is significant depends on a variety of factors, including the following: *the amount, the hazardousness of the material or waste, and/or the proximity of sensitive receptors such as schools, nursing homes, etc.* See checklist below for examples of reportable and non-reportable releases.

### Reporting a release

After the initial immediate measures have been taken to protect human health and the environment, \*report the release at once to the following agencies in accordance with State and Federal law.

1. Call 911 for emergency assistance. This usually results in a fire department response and the local CUPA
2. Call California Office of Emergency Services (OES), 800-852-7550, 916-845-8991
3. Call the local CUPA at 619-338-2284
4. If a release exceeds the federal reportable quantity (RQ), call the National Response Center (NRC), 800-424-8802.

### Mandatory release reports

A release of a reportable quantity (RQ) of a hazardous material must be reported. RQs are listed in the CERCLA "List of Lists". This document is maintained by the United States Environmental Protection Agency and is available at <http://www.epa.gov/ceppo/pubs/title3.pdf>. Another way to determine if a RQ has been exceeded is to use the Department of Energy's RQ calculator, an online tool at <http://homer.ornl.gov/oepa/rq/>.

**NOTE:** Ensure that adequate and appropriate spill containment and mitigation equipment is on hand. It is advisable to periodically check all the hazardous materials stored or used at a facility. Determine the RQs and likely release reporting scenarios in advance. This information could be included in the facility release reporting notification procedures. Flow charts or a list of questions might aid facility personnel in this task.

**Determining if a release is reportable.** These sample questions can be used to determine if a release is reportable:

☐ **Is it a hazardous material?**

This can be any hazardous substance used in your business or any hazardous waste that is generated by your business.

☐ **Is there a threatened release?**

Was it necessary to take immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment?

☐ **Is there an actual significant release?**

☐ **Is the release reportable per federal or state laws and/or regulations?**

Examples of significant releases	Examples of Releases <u>within</u> a facility's boundaries that that may not be significant:
<input type="checkbox"/> <i>Hazardous material releases that exceed reportable quantities, or</i> <input type="checkbox"/> <i>Result in an emergency response, or</i> <input type="checkbox"/> <i>Cause injury, or</i> <input type="checkbox"/> <i>Go offsite, or</i> <input type="checkbox"/> <i>Are released into the environment</i>	<input type="checkbox"/> <i>Present no health or safety hazard, or</i> <input type="checkbox"/> <i>Do not harm environment, or</i> <input type="checkbox"/> <i>Do not enter atmosphere, or</i> <input type="checkbox"/> <i>Are completely contained onsite</i> <input type="checkbox"/> <i>Are completely recovered or removed quickly, or</i> <input type="checkbox"/> <i>Do not require additional PPE to be worn</i>

### How to follow up after a release:

- Revise the initial release report as necessary to accurately portray the situation.
- Review and revise release response plans if they were not completely effective tools during the emergency.

\*For additional hazardous materials release reporting information, review the 2006 State of California OES Hazardous Materials Spill/Release Notification Guidance at:

[http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Spill%20Notification%20Guide/\\$file/SpillNotif06.pdf](http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Spill%20Notification%20Guide/$file/SpillNotif06.pdf), or you may call the Hazardous Materials Duty Desk for San Diego County for a referral to your area's inspection staff at 619-338-2231.





## ATTENTION: HAZARDOUS MATERIALS HANDLER

Chapter 6.95 of the California Health & Safety Code (H&SC) establishes minimum standards for Hazardous Materials Business Plans (HMBP). Each business shall prepare a HMBP if that business uses, handles, or stores a hazardous material/waste in quantities greater than or equal to the following:

- 55 gallons of a liquid.
- 500 pounds of a solid substance.
- 200 cubic feet of compressed gas.
- A toxic compressed gas (TLV  $\leq$  10 ppm) in any amount.
- Extremely hazardous substances in quantities equal to or greater than the Threshold Planning Quantities.

A complete HMBP consists of the following elements as established in H&SC Section 25504:

- Hazardous Materials Inventory
- Site Plan
- List of Emergency Contacts
- Emergency Response Plan
- Employee Training Plan

**The San Diego County, Department of Environmental Health, Hazardous Materials Division (HMD), as the administering agency and with the concurrence of all the local fire jurisdictions, requires a business that handles hazardous materials to submit the hazardous materials inventory, a list of emergency contacts, and a site plan, in lieu of a complete HMBP, only after the initial submittal of a complete HMBP.**

The business must certify that a complete HMBP has been prepared and is maintained at the site where the hazardous materials are stored and must also annually certify that the HMBP is current and maintained on site.

Substantial changes as listed below must be submitted to the HMD within 30 days of the change along with a certification that the HMBP is current and maintained on site:

- **A 100% or greater increase or decrease in the quantity of any hazardous material on the inventory**
- **Addition or deletion of a hazardous material to the inventory**
- **Changes in the storage, location, or use of hazardous materials**
- **Any change in business name, ownership, or address**
- **Any change in Emergency Coordinator/Contact information**

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## Instructions for Completing the Hazardous Materials Business Plan Certification

Note: The numbering of the instructions follows the data element numbers that are on Statewide reporting forms. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C.

1. FACILITY ID NUMBER - Enter the 6 character Permit Number from your Permit. If you do not have a Permit, leave this blank.
3. BUSINESS NAME - Enter the full legal name of the business. This is the same as the terms "Facility Name" or "DBA" – Doing Business As.
103. BUSINESS SITE ADDRESS - Enter the street address where the facility is located. No post office box numbers are allowed.
104. CITY - Enter the city or unincorporated area in which business site is located.
105. ZIP CODE - Enter the zip code of business site. The extra 4-digit zip may also be added.

**CARCINOGEN/REPRODUCTIVE TOXIN ANNUAL RENEWAL WITHOUT CHANGES** - Any business which is required to submit a HMBP and handles a material which is a carcinogen or reproductive toxin, is required to submit a list of each such material handled during the previous year to the Director of the Department of Environmental Health. The list must include all carcinogens and reproductive toxins handled in quantities less than 55 gallons or 500 pounds. The list of such materials handled shall be renewed each year. Check this box to certify that the information previously submitted is still correct and no changes, additions or deletions are necessary. See [http://www.sdcounty.ca.gov/deh/hmd/forms\\_hmd.html](http://www.sdcounty.ca.gov/deh/hmd/forms_hmd.html) and review HM-9243 (Disclosure of Hazardous Materials Information Bulletin) to find out if you are required to submit this list.

**INITIAL CERTIFICATION:** Check this box if you are submitting a new HMBP.

**ANNUAL CERTIFICATION WITHOUT CHANGES:** Check this box if you are submitting an annual certification on an existing plan.

**CERTIFICATION OF CHANGES/REVISIONS:** Check this box if you are submitting changes to the hazardous materials inventory, list of emergency contacts, or the site plan. All pages should include the new submittal date. For multi-page site maps, include all pages with new submittal date.